

**Please provide the Liability insurance following instructions:**

The **KWIKCOMPLY** is the website that only the **broker/agent** can register to use and that system is set up to allow for the information to be typed into the proper templates. This is the only way for a Certificate of Liability Insurance and Endorsement to be accepted and approved, as the Risk Management Department no longer accepts hard copies, faxed copies, scanned copies, or any paper copy. You can forward the Instructions to the broker/agent:

“Go to the website <http://KWIKCOMPLY.ORG> and register as a broker/agent, and, then, follow the steps to actually input the Certificate of Liability Insurance and the required Endorsement to add the City of Los Angeles as an Additional Insured, as per the requirements. Upon completion in the 24/7 online system and all information being completed properly, the system will automatically accept/approve the insurance, although pending any items that might be missing that could be delayed until the questions are answered.

Please be sure to include this email address ([westregion.insurancecoordinator@lacity.org](mailto:westregion.insurancecoordinator@lacity.org)) so that I will be aware when the insurance is accepted/approved. If there are any problems or questions when the insurance broker/agent is trying to use the online system, please contact **Risk Management** at (213)978-7475 with any questions regarding KWIKCOMPLY.

If you have any further questions, please just let us know OR you can call the our **district office** (310)202-2803 (the person handle permit is Crystal)

Thank you



City of Los Angeles  
 Department of Recreation and Parks  
 West/Shoreline District Office  
 2459 Motor Avenue ◊ Los Angeles, CA 90064 ◊ Mail Stop 673  
 Phone: (310) 837-8116 ◊ Fax: (310) 838-2120

**AGREEMENT TO ASSUME RISK OF INJURY OR DAMAGE  
 WAIVER AND RELEASE OF CLAIMS**

I / We acknowledge there are certain risks of injury or damage inherent in the activity in which I elect to participate.  
 I / We agree to assume these risks, as well as any and all liability for my own actions. Except for gross negligence or willful misconduct by City personnel, I / we hereby waive any right to make a claim against the City of Los Angeles for injury, damage, loss, or expense sustained by me/ us or my property while engaged in activities related to this event.  
 I / We further agree to abide by all safety regulations and precautions and to hold harmless the City from liability which may arise from my / our participation in this activity.

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