



Universal Property & Drapery Department Certificate of Insurance Requirements

Please see the insurance requirements below as **all rentals require insurance**. If there are questions, please reach out to universal.property@nbcuni.com.

Coverage Requirements

General Liability Insurance

- Minimum coverage: **\$1,000,000.00**
- Universal City Studios, LLC must be listed as the **loss payee** and **additionally insured**.

Property Coverage

- Coverage limit must meet or exceed the **replacement value of the rented items**.
- Must include a **waiver of subrogation** applicable to **Property/Sets Coverage, Equipment Rentals, or Production Packages**.

Certificate Holder

- Universal City Studios LLC, its parents, subsidiaries, and affiliates
100 Universal City Plaza
Property Department, Bldg. 8166-1
Universal City, CA 91608

Deposit Policy

We accept the following forms of deposit:

- Credit Card (via the NBCU Payment Portal)
- Cashier's Check or Company Check (must be hand delivered)
- ACH Payments

Deposit Amount

- The deposit will be the **replacement value of the rental** or **\$2,500.00**, whichever is greater, unless the insurance deductible is higher.

Refund Policy

- Deposits are fully refundable and will be processed once the account is closed, either in person or by phone/email.