



**COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE**

**Hold Harmless Agreement
For Solicitation of Insurance at County Facilities**

County Ordinance Section 13.16.020 permits certified or registered employee organizations to solicit the sale of group insurance provided they agree to hold the County harmless from any and all claims or liabilities arising from such insurance solicitation or program of insurance. To comply with this requirement, **this Agreement must be executed and signed by the President or Secretary of the employee organization, and filed with the County (as directed below) prior to commencing the solicitation.**

HOLD HARMLESS AGREEMENT

I/we, _____

(Sponsoring Organization & Insurance Solicitor)

Agree to indemnify, defend and hold the County and its Special Districts, elected and appointed officers, employees, agents, and volunteers, harmless from any claim, liability or expense, including defense costs and legal fees, arising or alleged to arise directly or indirectly out of the solicitation or the program of insurance.

Name of Sponsoring Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Print Name: _____

Title: _____ Telephone No.: (_____) _____

Date: _____ E-Mail: _____

Name of Insurance Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Print Name: _____

DISTRIBUTION:

Original e-mail to: CEO - Risk Management Branch, Risk Transfer Unit -
InsuranceCompliance@ceo.lacounty.gov
Phone Number: (213) 351-5473

Copies to:

- 1) Department Authorizing the Solicitation Activity
- 2) Vendor