



Charter Aircraft Information And Contract Requirements Checklist

Please use the checklist below to ensure the items below are included in the charter operator's contract and related insurance.

- Minimum required limit of liability** - The minimum required limit of liability is \$7.5 Million times the number of seats and/or a total minimum limit of \$50 Million Combined Single Limit for Bodily Injury and Property Damage with no sub-limit for Passenger Legal Liability.
- Primary Insurance**
The operator's insurance will be primary to any insurance carried by Wright State University.
- Waiver of subrogation [for physical damage]**
The operator's insurer agrees to a waiver of subrogation in favor of Wright State.
- Notice of cancellation or material change**
Wright State University will receive written notice of cancellation or material change. This notice should go to the attention of Lura Clapper.
- Acceptable Use**
The certificate of insurance should state that charter or commercial use of the aircraft is acceptable.
- Breach of Warranty**
The charter operator's insurer agrees that the insurance afforded to you shall not be invalidated by any act or neglect by the operator whether or not such act or neglect is a breach or violation of any warranties, declarations or conditions of the charter operator's policy. Wright State University must not have caused or knowingly condoned the said act or neglect.
- Certificate of Insurance**
The insurer will issue a certificate of insurance evidencing all requirements outlined above and provide "Additional Insured Status" to Wright State University.
- Additional Insureds**
Wright State University and its board members, officers and employees are named as additional insureds.
- Attachments and Contact Info**
Please attach a copy of the charter contract and insurance information to this form and return all documents to Lura Clapper, (937) 775-3908.