



FRANCHISEE COMPLIANCE—INSURANCE REQUIREMENTS

FOR INFORMATIONAL PURPOSES ONLY

In today's litigious climate, Choice Hotels International, Inc., ("Choice") must be proactive in confirming whether its franchisees meet the insurance requirements outlined in the Franchise Agreement and Rules and Regulations. To that end, Choice needs your assistance in gathering this information during the hotel opening, relicensing, rebranding and renewal processes.

Each franchise agreement with Choice specifically requires that hotel owners carry certain types and limits of insurance coverage. In addition, Choice requires franchisees place their coverage with financially sound insurance companies. These provisions of the agreement are for the protection of franchisees and Choice. Exceptions to the types and limits of insurance are not normally permitted, as it would require a waiver of our existing standards and would cause difficulty when trying to track compliance for the more than 7,000-plus agreements worldwide on an annual basis.

PLEASE NOTE: If you are opening, renewing, relicensing, rebranding, changing ownership or financing your hotel, please request your insurance agent send your insurance certificate to the Openings, Relicensing or Franchise Administration Specialist at Choice, and IMACC, who has requested the insurance certificate.

After your hotel has opened, or after you have taken possession of your hotel, all future renewal insurance certificates should be sent to IMACC, Choice's insurance certificate tracking service provider. IMACC will review your certificate, and notify you and your insurance agent of your insurance compliance and provide you with the actions necessary to resolve a non-compliant status. You can send your insurance certificates directly to IMACC by one the following methods:

Email

choice.hotels@imacorp.com

Mail

**Choice Hotels International, Inc.
c/o IMA Certificate Compliance
430 E. Douglas Avenue, Suite 400
Wichita, KS 67202**

If you, or your insurance broker/agent, have questions or need assistance with preparing certificates of insurance, IMACC's Customer Service is available to assist with any questions that may arise. Please feel free to contact IMACC via telephone at 303-615-7690, or email at choice.hotels@imacorp.com. If there are questions related to specific insurance requirements in the franchise agreement, please contact Choice's Risk Management Department at **301-592-6110**. **Note, if you send your certificate by email, you do not need to send the certificate by mail.**

Thank you.

**Risk Management Department
Choice Hotels International, Inc.**

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PLEASE REFER TO FRANCHISE AGREEMENT AND BRAND RULES & REGS

ADDITIONAL INSURED AND WAIVER OF SUBROGATION ENDORSEMENTS

ONLY Acceptable Language, **must be endorsed in the policies:**

Choice Hotels International, Inc. and Radisson Hotels International, Inc., their subsidiaries and affiliates, and their respective employees, agents, officers and directors

GENERAL LIABILITY

Five or less stories	Each Occurrence	\$ 5,000,000
Six or more stories	Each Occurrence	\$10,000,000
Radisson Blu/Radisson Red	Each Occurrence	\$15,000,000

WORKERS COMPENSATION

Complying with the statutory requirements of the jurisdiction in which the property is located. Although workers compensation is not compulsory in the state of Texas, hotels located in Texas are required to maintain Workers Compensation insurance on its employees at a minimum of \$1,000,000

Monopolistic States (Stop Gap also required)

Ohio	Provide copy of Certificate of Ohio Workers Compensation, issued by State of Ohio
North Dakota	Provide copy of Certificate of Premium Payment, issued by State of North Dakota
Washington	Provide copy of Certificate of Workers' Compensation Coverage, issued by State of Washington
Wyoming	Please contact Risk Department

EMPLOYERS LIABILITY/STOP GAP

Each Employee	\$ 1,000,000
Each Accident	\$ 1,000,000
Disease Policy Limit	\$ 1,000,000

AUTOMOBILE LIABILITY, OWNED, NON-OWNED AND HIRED

Five or less stories	Combined Single Limit	\$ 5,000,000
Six or more stories	Combined Single Limit	\$10,000,000

Hired and Non-owned Autos **REQUIRED, EVEN IF NO OWNED AUTOS**

LIQUOR LIABILITY (Hotels with restaurants, bars, or marketplaces (if alcohol sold), whether OWNED OR LEASED

Occurrence Basis	Each Occurrence	\$ 5,000,000
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EMPLOYMENT PRACTICES LIABILITY (should not include Franchisor exclusion, must include additional insured endorsement, or Codefendant endorsement)

Radisson brands, currently required (Effective January 1, 2025, required for all Choice brands)

Per Occurrence/Aggregate	\$ 1,000,000
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Covering discrimination, sexual harassment, retaliation, wrongful termination, and third-party claims. Choice must be added as an additional insured, or the policy should contain a codefendant endorsement in favor of Choice

POLLUTION/ENVIRONMENTAL LIABILITY

Radisson brands, currently required	Per Pollution IncidentAggregate	\$ 500,000 per incident/ \$ 1,000,000 aggregate
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Covering bodily injury and property damage for pollution and indoor air quality conditions such as carbon monoxide, *Legionella*, microbial matter/mold, cleanup and defense costs arising from or associated with a pollution condition at hotel.

CYBER/DATA BREACH RESPONSE INSURANCE (WOODSPRING BRAND, NOT CURRENTLY REQUIRED)

Data & Network Liability Coverage:	Sublimit	\$ 1,000,000
Regulatory & Defense Penalty Coverage:	Sublimit	\$ 1,000,000
Payment Card Liability & Costs Coverage:	Sublimit	\$ 1,000,000
Media Liability Coverage:	Sublimit	\$ 1,000,000
Legal & Forensic Expense:	Sublimit	\$ 1,000,000
Breach Notification/Response:		50,000 individuals (including legal services, computer forensics, notification services, credit monitoring, call center support, public relations support and crisis management.

ADDITIONAL REQUIREMENTS

Waiver of subrogation in favor of the above-referenced additional insureds **for all** policies, including workers compensation. **Exceptions to waiver of subrogation for workers compensation policies are Kansas, Kentucky, Maine, New Hampshire and New Jersey.**

- ❖ Policies must be written on a **per location** basis. If only one location on the policy, please indicate on the certificate, **“Only One Location.”**
- ❖ **Certificates received without referencing the Property Code WILL NOT be accepted**
- ❖ Certificate Holder should be:
**Choice Hotels International, Inc.
c/o IMA Certificate Compliance
430 E. Douglas Avenue, Suite 400
Wichita, KS 67202**
- ❖ Multiple hotel properties can be on one policy, but the policy must be endorsed on a **“per location”** basis, and the policy must contain sufficient limits to ensure **each** hotel meets the minimum insurance requirements.
- ❖ **Automobile** policy coverage, including hired and non-owned auto, **must be endorsed to include additional insured and waiver of subrogation.**
- ❖ **Pollution and Employment Practices Liability** must be endorsed to include Choice Hotels International, Inc., and Radisson Hotels International, Inc., as **additional insured or codefendant endorsement**
- ❖ **Declaration pages** from cyber insurance policy required to confirm compliance with sublimits