

## **GROUND SERVICES AGREEMENT – COURTESY VEHICLE SERVICE**

THIS GROUND SERVICE AGREEMENT ("Agreement") made and entered into this 25th day of January, 2024 by and between the Trustees of the Oklahoma City Airport Trust ("Trust") and, Jay & Vivek OK LLC dba DoubleTree by Hilton Oklahoma City Airport, ("Owner/Operator").

1. **TERM**

This term shall commence on February 1, 2024 ("Effective Date") and terminate on January 31, 2025.

2. **INTENT**

The purpose of this Agreement is to provide annually for the Owner/Operator the privilege of operating the designated courtesy vehicle service to pick up and deliver Owner's customers, baggage, packages, and similar items to and from Will Rogers World Airport ("Airport"). The Owner/Operator shall have joint use, in common with others entitled to such use, the facilities, equipment, improvements, and services which have been or may hereafter be provided at or in connection with the Airport for common use by similar courtesy vehicle service operators. Only areas or zones as designated by the Director of Airports ("Director") to load and unload courtesy vehicles shall be used in the manner designated for these operations.

3. **FEE**

In exchange for the privilege to operate the courtesy vehicle service on Airport premises, Owner/Operator shall pay an annual fee in the amount of \$660.

4. **NON-TRANSFERABLE**

This Agreement, nor any related decals or permits, are assignable or transferable from one Owner/Operator to another company. Vehicle decals may be replaced only upon written authorization from the Director or the Director's designated representative, in their sole discretion. The requested decal replacement must be submitted to the Director, or the Director's designated representative, along with a justification for such replacement.

5. **OWNER/OPERATOR REQUIREMENTS**

Owner/Operator shall provide all necessary information including permit/license numbers and proof of liability insurance coverage, as required in Paragraph 11 for all listed vehicles on Exhibit "A" and pay the required annual fee. Owner/Operator must comply with all courtesy vehicle requirements of the City of Oklahoma City ("City") Oklahoma Corporation Commission and the U.S. Department of Transportation, Federal Motor Carrier Safety Administration.

6. **AUTHORIZED VEHICLES**

The Owner/Operator agrees that only authorized vehicles designated on Exhibit "A" attached shall be entitled to operate on Airport premises under this Agreement and must be fully insured as required by this Agreement during the term of this

Agreement. The Owner/Operator shall promptly submit a request for an amendment to this Agreement in writing of any additions or deletions of vehicles to or from service during the term of this Agreement. Upon the Director's, or his designee's approval, in their sole discretion, this Agreement shall be amended accordingly. In this connection, it is understood that previously paid fees for any authorized vehicles which are later deleted from service are not refundable. The Trust authorizes the Director, or his designee, in their sole discretion, to amend Exhibit "A" authorized vehicles. Before a vehicle will be removed from the Agreement, the decal assigned to the vehicle must be removed from the vehicle and returned. In no event shall the Owner/Operator have any privilege hereunder to operate any courtesy vehicle on the Airport (a) until the vehicle shall have been fully registered with the City of Oklahoma City and the Trust; and (b) unless the identification City of Oklahoma City and Trust decals assigned to such vehicle have been properly affixed to and is prominently displayed on the windshield of said vehicle in the manner prescribed by the Director.

**7. RULES AND REGULATIONS**

Owner/Operator shall observe and obey all rules and regulations governing the conduct and operation of the Airport including the Operational Procedures for All Courtesy Vehicles at Will Rogers World Airport attached hereto by reference, which are reasonably required for the prudent and efficient operation of the Airport and may be amended during the term of the Agreement. Further, Owner/Operator agrees to observe and comply with any and all Federal, State, or Local statutes, ordinances, regulations, and standards applicable to Owner/Operator, or its use of the Airport Premises.

Owner/Operator further understands that if any of its employees or drivers it sponsors to operate courtesy vehicle(s) under this Agreement violates any of the rules, regulations, operational procedures or any Federal, State, or local law, this Agreement may be terminated and the privilege to conduct business on Airport premises through the issuance of this Agreement may be suspended or revoked.

**8. NO SOLICITING**

Any solicitation of the general public on Airport property by an Owner/Operator or Driver of a courtesy vehicle or by their employees, agents, representatives, or any others on their behalf is expressly prohibited. Drivers of courtesy vehicles may not verbally or otherwise solicit, ask, request, implore, intimidate, plead, or otherwise engage passengers directly or indirectly for ground transportation service. Only approved advertisements will be allowed in the Terminal or on Airport property. Drivers of courtesy vehicles shall refrain from loud or boisterous talk while in the designated area. Cruising or driving past any loading areas in search of or for soliciting prospective passengers is prohibited.

**9. TERMINATION**

Either party, at its option, may terminate this Agreement at any time and for any reason by giving thirty (30) days written notice to the other party. There is no refund of fees as a result of early termination by Owner/Operator or the Trust.

**10. INDEMNIFICATION**

Owner/Operator hereby agrees to release, defend, indemnify, and save harmless the Trust and the City and their officers, agents, and employees from and against any and all loss of or damage to property or injuries to or death of any person(s), or all claims, damages, suits, costs, expense, liability, actions, demands, liens, fines, encumbrances, or proceedings (including reasonable legal fees and expenses) of any kind or nature whatsoever in matters resulting from, or arising out of: (a) Owner/Operator's intentional acts or omissions, negligence, misconduct, operations or activities under or in connection with this Agreement; or (b) in matters resulting from, or arising out of Owner/Operator's use and occupancy of any portion of the Airport, and including, without limiting the generality of the foregoing, acts and omissions of Owner/Operator's officers, employees, representatives, suppliers, invitees, contractors, subcontractors, and agents. Provided, however, Owner/Operator shall not be liable or be required to release Trust for any loss, damage, claims, suits, cost, expense, or actions occasioned by the negligence or willful misconduct of the Trust, the City, or their officers, trustees, and employees. The parties covenant to give each other prompt notice of any claims. The foregoing indemnity shall survive the expiration or earlier termination of this Agreement.

**11. LIABILITY INSURANCE**

A. Policy Requirements: Owner/Operator shall purchase, or cause to be purchased, and maintain in effect during the Term of this Agreement with insurance carriers or risk retention groups authorized to do business in the State of Oklahoma and approved by the Director, any insurance required by this paragraph. The insurance and additional insured requirements contained in this Agreement are considered minimum coverage amounts and Owner/Operator may elect greater coverage limits than what is specified in this Agreement or as may be required by law. All applicable coverage, unless specified otherwise, shall remain in full force and effect until the expiration, cancellation, or termination of the Agreement and for the subsequent two (2) years following the expiration, cancellation, or termination for loss covered by and occurring during the term of the Agreement.

1. Workers' Compensation and Employer's Liability Insurance: Owner/Operator shall maintain during the term of the Agreement, Workers' Compensation Insurance and Employer's Liability Insurance in amounts as prescribed by laws of the State of Oklahoma.
2. Commercial General Liability Insurance: Owner/Operator shall carry a policy of Commercial General Liability Insurance, to protect the Owner/Operator and any additional insured parties from claims for

bodily injury, including death, as well as from claims for property damages or loss which may arise from activities, omissions, and operations of the Owner/Operator under the Agreement, whether such activities, omissions, and operations be by the Owner/Operator, subcontractor, or by anyone employed by or acting for the benefit of the Owner/Operator in conjunction with this Agreement.

- Combined single occurrence or accident: \$750,000 for any number of property or bodily injury claims arising out of a single act, accident, for occurrence for vehicles having a seating capacity of six (6) or less passengers; or
- Combined single occurrence or accident: \$1,000,000 for any number of property or bodily injury claims arising out of a single act, accident, or occurrence for vehicles having a seating capacity of seven (7) to nine (9) passengers; or
- Combined single occurrence or accident: \$5,000,000 for any number of property or bodily injury claims arising out of a single act, accident, or occurrence for vehicles having a seating capacity of ten (10) or more passengers.

3. Automobile Liability Insurance: Owner/Operator shall carry insurance covering owned, leased, hired, or other non-owned vehicles to be utilized by Owner/Operator in connection with the performance of this Agreement in a combined single occurrence or accident of \$1,000,000 for any number of property or bodily injury claims arising out of a single act, accident, or occurrence, unless other amounts are specified by Oklahoma law, rule, or regulation.

B. Certificates of Insurance:

1. Deductibles: Any policy, except Worker's Compensation and Employer's Liability, having a deductible or retained self-insurance that exceeds \$25,000 shall not be allowed unless such insurance program is approved in advance by the Director, such approval shall not be unreasonably withheld. Owner/Operator shall notify the Director immediately if Owner/Operator has deductibles or retains self-insurance in excess of this stated amount. Owner/Operator shall be solely responsible for any allowed deductible or retained self-insurance amounts. Any elected deductible or self-insured retention of the Owner/Operator will not diminish Owner/Operator's liability under this Agreement for claims or losses falling within any such deductible or self-insured retention amounts. Failure by Owner/Operator to assume and pay for any deductible or retained self-insurance amount may be considered a material breach and may result in immediate termination at the Trust's option. If, during the term of the Agreement, the Owner/Operator's elected insurance program exceeds any approved deductible or retained self-insurance



amount, or if there is a change in the financial conditions of the Owner/Operator which in the Director's sole discretion may impact the Owner/Operator's ability to satisfy any deductible or retained self-insurance, then the Director may require Owner/Operator to take such reasonable actions to ensure first dollar of loss coverage to the Trust and City including reducing or eliminating such deductibles or self-insured retentions or providing a financial guarantee for the deductible or retained self-insurance amount.

2. Form of Certificate: Certificate(s) of Insurance, acceptable to the Trust, in the form as shown on "Exhibit B," attached to Agreement or a form substantially similar thereto such as an approved ACORD form which includes the applicable line(s) of insurance, name(s) of insurance companies, policy number(s), amount of any deductible or self-insurance retainage, coverage amounts, all additional insured parties, and contractual liability coverage, shall be submitted to the Trust in conjunction with the signed Agreement.
3. Additional Insured: The Certificates of Insurance shall name Owner/Operator as insured and the Oklahoma City Airport Trust and The City of Oklahoma City as additional insured on any general liability insurance policy, in a manner of equal standing to that of any named insured under said policy. Any insurance policy or liability coverage of the City or the Trust shall be considered subordinate, if applicable at all, to the primary coverage of the Owner/Operator excluding claims arising from the Trust's sole negligence. Copies of additional insured or notice provision endorsements shall be submitted to the Trust along with any Certificates of Insurance. Copies of all insurance policies required herein naming the City or Trust as an additional insured shall be made available for review by the Trust or the City at the Trust's principal place of business on a timely basis when requested.
4. Notice of Change in Policy: Owner/Operator must provide the Trust at least thirty (30) days prior written notice of any cancellation or material coverage change in their policies or to have an endorsement made to each policy to include such notice periods in the event the policy provides a different notice period for any additional insured(s). For the purpose of this provision, a material change shall be considered any deductible or self-insurance that exceeds \$25,000 or any coverage amount that does not meet the minimum requirements contained herein or any coverage that is adverse to any terms that received approval by the Director.
5. Signatory: The Certificates of Insurance must be signed by the Authorized Representatives of the insurance company(s) shown on

the certificate with proof that he/she is an authorized representative thereof.

6. Contractual Liability: The Certificate of Insurance for the Commercial General Liability Insurance shall also include evidence of coverage for Owner/Operator's contractual liabilities as required herein. In the event the Certificate of Insurance does not delineate coverage for Owner/Operator's contractual liabilities or the Owner/Operator's insurance policy does not provide sufficient coverage for the Owner/Operator's contractual obligations contained in this Agreement, Owner/Operator agrees that Owner/Operator's contractual obligations to the Trust are not diminished by the Owner/Operator's elected insurance provisions.

## 12. GENERAL CIVIL RIGHTS PROVISIONS

In all its activities within the scope of its airport program, the Owner/Operator agrees to comply with pertinent statutes, Executive Orders and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964. If the Owner/Operator transfers their obligation to another, the transferee is obligated in the same manner as the Owner/Operator.

This above provision obligates the Owner/Operator for the period during which the property is owned, used or possessed by the Owner/Operator and the Airport remains obligated to the Federal Aviation Administration.

## 13. CIVIL RIGHTS TITLE VI ASSURANCE

A. Title VI Clauses for Compliance with Nondiscrimination Requirements: During the performance of this Ground Service Agreement, the Owner/Operator, for itself, its assignees, and successors in interest agrees as follows:

1. Compliance with Regulations: The Owner/Operator (hereinafter includes consultants) will comply with the *Title VI List of Pertinent Nondiscrimination Acts and Authorities*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Ground Service Agreement.
2. Non-discrimination: The Owner/Operator, with regard to the work performed by it during the Ground Service Agreement, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of

subcontractors, including procurements of materials and leases of equipment. The Owner/Operator will not participate directly or indirectly in the discrimination prohibited by the [Title VI] Nondiscrimination Acts and Authorities, including employment practices when the Ground Service Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Owner/Operator for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Owner/Operator of the Owner/Operator's obligations under this Agreement and the [Title VI] Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. Information and Reports: The Owner/Operator will provide all information and reports required by the Acts, the Regulations, and the directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Trust or the Federal Aviation Administration to be pertinent to ascertain compliance with such [Title VI] Nondiscrimination Acts and Authorities and instructions. Where any information required of an Owner/Operator is in the exclusive possession of another who fails or refuses to furnish the information, the Owner/Operator will so certify to the Trust or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of an Owner/Operator's non-compliance with the nondiscrimination provisions of this Agreement, the Trust will impose such contract sanction [in accordance with any applicable notice and cure provisions provided for in this Agreement] as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding any payments to the Owner/Operator under the Ground Service Agreement until the Owner/Operator complies; and/or
  - b. Cancelling, terminating, or suspending a [ground service] Agreement, in whole or in part.
6. Incorporation of Provisions: The Owner/Operator will include the provisions of [Paragraph 13, subparagraphs] 1 through 6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Owner/Operator will take action with



respect to any subcontract or procurement as the Trust or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Owner/Operator becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Owner/Operator may request the Trust to enter into any litigation to protect the interests of the Trust. In addition, the Owner/Operator may request the United States to enter into the litigation to protect the interests of the United States.

B. Title VI List of Pertinent Nondiscrimination Acts and Authorities: During the performance of this Ground Service Agreement, the Owner/Operator, for itself, its assignees, and successors in interest agrees to comply with the following nondiscrimination statutes and authorities including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC§ 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-259) (broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and Owner/Operators, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, (42 USC § 12101, *et seq.*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as



implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration's Nondiscrimination statute (49USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. at 74087 (2005)];
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681 *et seq.*).

**14. TITLE VI CLAUSES FOR THE TRANSFER OF OR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE AIRPORT IMPROVEMENT PROGRAM**

- A. Property Acquired or Improved Under the Airport Improvement Program: The Owner/Operator for itself, its heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that in the event facilities are constructed, maintained, or otherwise operated on the property described in this Ground Service Agreement for a purpose for which a Federal Aviation Administration activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the Owner/Operator will maintain and operate such facilities and services in compliance with all requirements imposed by the Nondiscrimination Acts and Regulations listed in the Title VI List of Pertinent Nondiscrimination Acts and Authorities (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. Use/Access to Real Property Acquired Under the Activity, Facility, or Program: The following clause will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the Trust pursuant to the provisions of the Airport Improvement grant assurances.

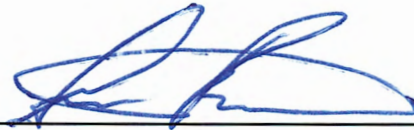
The Owner/Operator for itself, its heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that: (i) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities; (ii) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and (iii) that the Owner/Operator will use the premises in compliance with all other requirements imposed by or pursuant to the Title VI List of Pertinent Nondiscrimination Acts and Authorities.

**15. TRUST'S RESERVED RIGHTS**

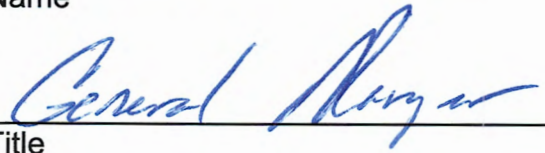
- A. Airport Development Reservation: Trust reserves the right to further develop or improve the aircraft operating area of the Airport as it sees fit and to take any action it considers necessary to protect the aerial approaches of the Airport against obstructions, together with the right to prevent Owner/Operator from erecting or permitting to be erected, any building or other structure on the Airport which, in the opinion of Trust, would limit the usefulness of the Airport or constitute a hazard to aircraft.
- B. War or National Emergency: During a time of war or national emergency declared by Congress, Trust shall have the right to lease the Airport or any part thereof to the United States Government for military or naval use, and if any such lease is executed, the provisions of this instrument insofar as they are inconsistent with the lease to the Government shall be suspended and, in that event, a just and proportionate part of the rent hereunder shall be abated.
- C. Subordination: Any other provision of this Agreement notwithstanding, this Agreement shall be subordinate to the provisions of any existing or future agreement between Trust and the United States, relative to the operation or maintenance of the Airport, the terms and execution of which have been or may be required as a condition precedent to the expenditure or reimbursement to Trust of Federal funds for the development of the Airport. To the extent any provision of this Agreement is in conflict with any grant assurance, rule or regulation imposed on the Trust by the United States Government or other regulatory entity, the provision of the grant assurance, rule or regulation shall be incorporated in this Agreement as if written specifically herein and Owner/Operator shall agree to abide by such grant assurance, rule or regulation as a condition precedent to the use of any facilities or premises of the Trust.

IN WITNESS WHEREOF, the parties have hereunto set their hands to this Ground Services Agreement as of the day and year first above written.

**JAY & VIVEK OK LLC DBA  
DOUBLETREE BY HILTON  
OKLAHOMA CITY AIRPORT**



Name



Title

AFFIDAVIT OF AUTHORITY

STATE OF Oklahoma )  
COUNTY OF Oklahoma ) SS

Bee Bliss, of lawful age being duly sworn, on oath states that I am the agent authorized by Jay & Vivek OK LLC dba DoubleTree by Hilton Oklahoma City Airport, to execute documents, contracts and agreements and have the authority under the standing authorities of said entity to bind Jay & Vivek OK LLC dba DoubleTree by Hilton Oklahoma City Airport, to the terms and provisions of this Agreement.

[Signature] GM  
Name/Title

Subscribed and sworn to before me this 2 day of January, 2024.

SEAL:



[Signature]  
Notary Public

My Commission Expires: 04/08/26

My Commission Number: 2004957



**APPROVAL RECOMMENDED:**

  
\_\_\_\_\_  
Director of Airports

**APPROVED** by the Oklahoma City Airport Trust and signed by the Chairman this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_.

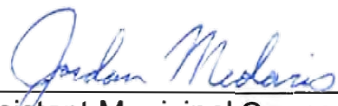
**ATTEST:**

**OKLAHOMA CITY AIRPORT TRUST:**

\_\_\_\_\_  
Trust Secretary

\_\_\_\_\_  
Chairman

**REVIEWED** for form and legality.

  
\_\_\_\_\_  
Assistant Municipal Counselor/  
Attorney for the Trust

**EXHIBIT A**

**AUTHORIZED COURTESY VEHICLES**

<b>VEHICLE NUMBER</b>	<b>YEAR</b>	<b>MAKE</b>	<b>MODEL</b>	<b>TAG</b>	<b>LAST 4 of VIN</b>	<b>DECAL #</b>
	<b>2014</b>	<b>FORD</b>	<b>E-250 VAN</b>	<b>V41937</b>	<b>0631</b>	<b>144</b>

**EXHIBIT A  
GROUND SERVICE AGREEMENT  
JAY & VIVEK OK LLC DBA  
DOUBLETREE BY HILTON OKLAHOMA  
CITY AIRPORT  
OKLAHOMA CITY AIRPORT  
EFFECTIVE FEBRUARY 1, 2024**

# EXHIBIT B

## CERTIFICATE OF INSURANCE

ISSUE DATE: _____		<b>OKLAHOMA CITY AIRPORT TRUST CERTIFICATE OF INSURANCE</b>		PROJECT OR CONTRACT NUMBER: _____	
PRODUCER   ADDRESS		NOTE: THIS CERTIFICATE CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. NEITHER DOES IT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY POLICIES BELOW, EXCEPT AS SHOWN BELOW.			
INSURED   ADDRESS		<b>COMPANIES AFFORDING COVERAGE</b> COMPANY A LETTER COMPANY B LETTER COMPANY C LETTER COMPANY D LETTER COMPANY E LETTER			
COVERAGES: THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED(S) FOR THE POLICY PERIOD INDICATED HEREIN. THE POLICIES SHOWN IN THIS CERTIFICATE ARE DEEMED PRIMARY TO ANY INSURANCE CARRIED BY THE INSURED(S) FOR THE SPECIFIC LOCATION, PROJECT OR EVENT.					
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
<b>GENERAL LIABILITY</b> _____ OCCURRENCE _____ CLAIMS MADE _____ AND TAIL _____ COVERAGE _____ CONTRACTUAL _____ LIABILITY _____ Ded/SIR \$ _____				GENERAL AGGREGATE BODILY INJURY (Per Person) PROPERTY DAMAGE (Per Accident) EACH OCCURRENCE MEDICAL EXPENSES (Any One (1) Person) COMBINED SINGLE LIMIT BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE	
<b>AUTOMOBILE LIABILITY</b> _____ ANY AUTO _____ ALL OWNED AUTOS _____ SCHEDULED AUTOS _____ HIRED AUTOS _____ NON-OWNED AUTOS				EACH ACCIDENT DISEASE - POLICY LIMIT DISEASE - EACH EMPLOYEE	
<b>WORKER'S COMPENSATION AND EMPLOYER LIABILITY</b> Standard Compliance for the State of Oklahoma				EACH OCCURRENCE AGGREGATE	
<b>VALUABLE PAPERS INSURANCE</b> (If required by Contract)				OTHER (If required by Contract)	
<b>DESCRIPTION OF OPERATION(S)/VEHICLE(S)/SPECIAL ITEMS</b> THE CITY OF OKLAHOMA CITY AND THE OKLAHOMA CITY AIRPORT TRUST ARE ADDITIONAL INSURED(S), WITH RESPECT TO LIABILITY CONTRACTUAL LIABILITY INCLUDED					
<b>CERTIFICATE HOLDER(S)</b>  The City of Oklahoma City and The Oklahoma City Airport Trust 7100 Terminal Drive, Unit 937 Oklahoma City, OK 73159-8937		<b>CANCELLATION</b> IT IS AGREED THAT NONE OF THESE POLICIES WILL BE CANCELLED OR CHANGED EXCEPT IN THE APPLICATION OF THE AGGREGATE LIABILITY LIMIT PROVISIONS, SO AS TO AFFECT THE INSURANCE DESCRIBED IN THIS CERTIFICATE UNTIL AFTER 30 DAYS PRIOR WRITTEN NOTICE OF SUCH CANCELLATION, REDUCTION IN COVERAGES OR NONRENEWAL FOR NONPAYMENT OF PREMIUM HAS BEEN DELIVERED TO THE CERTIFICATE HOLDER. AUTHORIZED REPRESENTATIVE SIGNATURE TELEPHONE NUMBER ( )			



ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Marsh & McLennan Agency LLC  
11330 Lakefield Drive  
Suite 100  
Johns Creek, GA 30097-1508

CONTACT NAME: Robert W Cothorn Jr. AI AIU

PHONE (A/C, No, Ext): -

FAX (A/C, No):

E-MAIL ADDRESS: Bobby.Cothorn@MarshMMA.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: North Pointe Insurance Company

27740

INSURER B: Everest National Insurance Company

10120

INSURER C: Travelers Property Casualty Co. of Amer

25674

INSURER D: Markel American Insurance Company

28932

INSURER E: Zenith Insurance Company

13269

INSURER F:

INSURED  
Raines HP Management, LLC  
2111 Parkway Office Circle  
Suite 250  
Hoover, AL 35244

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$0 DED/SIR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X	X	171000627	07/15/2023	07/15/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$EXCLUDED PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	161000385	07/15/2023	07/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	X		XC3CU00062231	07/15/2023	07/15/2024	EACH OCCURRENCE \$15,000,000
C	<input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$10,000			EX2S37727022NF	07/15/2023	07/15/2024	AGGREGATE \$15,000,000 \$
E	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	M1347101	04/01/2023	04/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Emp Dishonesty			MKLM2MCR000704	04/01/2023	04/01/2024	1,000,000
D	Emp Practice Liab			MKLM2MML000794	04/01/2023	04/01/2024	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

4410 SW 19thSt. Oklahoma City, OK 73108 / DoubleTree

Jay & Vivek OK, LLC and Vivek & Jay OK, LLC are additional named insured on all policies above except the Work Comp. Raines HP Workforce, LLC is the named insured on the Work Comp.

Oklahoma City Airport Trust and the City of Oklahoma City are included as Additional Insured when required (See Attached Descriptions)

## CERTIFICATE HOLDER

## CANCELLATION

Oklahoma City Airport Trust and  
The City of Oklahoma City  
7100 Terminal Drive - Unit 937  
Oklahoma City, OK 73159-0000

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

PETER J. KRAUSE



## DESCRIPTIONS (Continued from Page 1)

by written contract, agreement or permit but only with respect to the Auto Liability and General Liability insurance and subject to the provisions and limitations of the policy per form #GL-OC-2085 (05-21) & form# CA-BA-2003 (12-20).

CGL Additional Insured Form# GL OC 2085 0521  
CGL Primary and Non-Contributory Form# CG 81 55 03 09  
CGL Waiver of Subrogation Form# CG 82 24 05 12  
CGL Expanded Coverage Territory Form# CG 82 24 05 12  
CAU Additional Insured Form# CA-BA-2003 12 20  
CAU Primary and Non-Contributory Form# CA 79 73 09 10  
CAU Waiver of Subrogation Form# CA 79 10 01 10  
UMB Follow Form Form# CU 00 01 04 13  
Terrorism Included

Umbrella Tower - Extends over the General Liability, Auto Liability, and Work Comp policy

\$10M - Everest National Insurance Company 7/15/23 - 7/15/24

\$5Mx\$10M - Travelers Property Casualty Co of America 7/15/23 - 7/15/24



JAY and VIVECK OK LLC dba: Doubletree by Hilton Oklahoma City Airport

4410 SW 19<sup>th</sup> St

Oklahoma City, OK 73108

Eric Baer

Department of Airports

Landside Operations Manager

7100 Terminal Drive - Unit 937

Oklahoma City, OK 73159

(405)316-4335 office

Eric, per our conversation the entity of Jay and Viveck do not have employees that are employed by the entity. The Raines HP Workforce LLC organization covers the WC portion as they are employed by Raines HP Workforce LLC therefore no Workers Comp would be needed for this agreement.

A handwritten signature in black ink, appearing to read "BBB" followed by a stylized "y".

**Brian B. Berry**

Regional Director of Operations Lifestyle and Boutique Division

**RAINES**

c: (205) 266-7464

Brian.Berry@rainesco.com