

## Mindy Guevara

---

**From:** DiLorenzo, Ann @ San Diego <[REDACTED]@sdire.com>  
**Sent:** Monday, February 10, 2020 3:45 PM  
**To:** Mindy Guevara; [REDACTED]  
**Subject:** RE: Campus Plaza - Girl Scouts selling cookies

Everything looks great!

The girls and their chaperons can go back to selling cookies at Courtyard and Campus Plaza! ☺

Thank you and have a great day!

Ann DiLorenzo | Associate Real Estate Manager  
CBRE | Property Management

[REDACTED] Suite 3000 | San Diego, CA 921  
[REDACTED] | F +1 619 540 3985  
[REDACTED]

Follow CBRE: [Facebook](#) | [@cbre](#) | [Google+](#)

---

Please consider the environment before printing this email.

This message and any attachments may be privileged, confidential or proprietary. If you are not the intended recipient of this email or believe that you have received this correspondence in error, please contact the sender through the information provided above and permanently delete this message.



# Cookie Booth Authorization

Dates: Friday, Feb. 7-Sunday, March 8, 2020

Entered:   
 Scanned:   
 eBudde Ready:   
 Website Ready:

## Girl Scout volunteer information:

Service unit name: Mission Trails 620  
 Volunteer name: Dawn Groff

Phone: 619-312-5382  
 Email: dawnmgroff@gmail.com  
**619-312-5382**

**Dawn Groff**  
**Mission Trails Girl Scouts**  
**Service Unit Cookie Coordinator**

## Store contact information:

Manager/business owner's name: \_\_\_\_\_  
 Store name: Vons  
 Address: 6155 El Cajon Boulevard  
 City/Zip code: San Diego, CA 92115  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

## Cookie Booth Shifts:

All days and times approved (Feb. 7-March 8; 8 a.m.-8 p.m.)

-Or- choose approved days and times:

Approved days:		Approved shifts:	2hr shifts		3hr shifts
<input type="checkbox"/> Monday	<input type="checkbox"/> Friday	<input type="checkbox"/> Afternoons only	<input type="checkbox"/> 8-10 a.m.	<input type="checkbox"/> 9-11 a.m.	<input type="checkbox"/> 8-11 a.m.
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Mornings only	<input type="checkbox"/> 10-Noon	<input type="checkbox"/> 11-1 p.m.	<input type="checkbox"/> 11-2 p.m.
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> All Day	<input type="checkbox"/> Noon-2 p.m.	<input type="checkbox"/> 1-3 p.m.	<input type="checkbox"/> 2-5 p.m.
<input type="checkbox"/> Thursday			<input type="checkbox"/> 2-4 p.m.	<input type="checkbox"/> 3-5 p.m.	<input type="checkbox"/> 5-8 p.m.
			<input type="checkbox"/> 4-6 p.m.	<input type="checkbox"/> 5-7 p.m.	
			<input type="checkbox"/> 6-8 p.m.		

Other shifts not listed: \_\_\_\_\_

I confirm that the location is open during these times.

## Property management:

Does Property Management company need to provide additional approval?  No  Yes

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone/email: \_\_\_\_\_

## Insurance:

Girl Scouts San Diego will issue a certificate of liability insurance for your location. Please indicate necessary verbiage, if any:  
 \_\_\_\_\_

## Special requests:

Girl Scouts will be the only soliciting organization during these times:  No  Yes

Are there any known security concerns? Please specify: \_\_\_\_\_

## Set-up instructions, check all that apply:

Outside only  Inside okay  Ask manager for set-up instructions  One door only  Both doors okay  Pop-ups okay

## Manager/owner's signature:

Date: Oct 12, 2019

## Return this form to:

Girl Scouts San Diego, Attn: Product Program  
 Address: 1231 Upas Street, San Diego, CA 92103  
 Fax: 619-481-3504 Phone: 619-610-0825 Email: cookies@sdgirlscouts.org

**Lisa Miller**  
**Mission Trails Girl Scouts**  
**Service Unit Booth Sale Liaison**  
**619-607-1668**

Council-white copy  
 Service unit-yellow copy  
 Business-pink copy  
 #G:mg PSC-002 7/19/2019



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/01/2020

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 <b>Marsh &amp; McLennan Agency LLC</b> <b>Marsh &amp; McLennan Ins. Agency LLC</b> <b>PO Box 85638</b> <b>San Diego, CA 92186</b>	CONTACT NAME: <b>Dawn Walter</b>
	PHONE (A/C, No, Ext): <b>858 587-7540</b> FAX (A/C, No): <b>858 909-9707</b>
	E-MAIL ADDRESS: <b>dawn.walter@marshmma.com</b>
	INSURER(S) AFFORDING COVERAGE
	INSURER A : <b>National Casualty Company</b>
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :
INSURED <b>Girl Scouts San Diego Imperial Council, Inc.</b> <b>1231 Upas Street</b> <b>San Diego, CA 92103</b>	NAIC # <b>11991</b>

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			KKI23868800	01/01/2020	01/01/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$5,000,000 \$
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 <input type="checkbox"/> NON-OWNED AUTOS ONLY			KKI23868900	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$			XKO23869000	01/01/2020	01/01/2021	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**RE: Sale of Girl Scout Cookies 2/07/20 - 3/08/20.**

CERTIFICATE HOLDER <b>Vons - El Cajon</b> <b>6155 El Cajon Blvd.</b> <b>San Diego, CA 92115-0000</b>	CANCELLATION 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 <i>Dawn Walter</i>
---	---

**CAMPUS PLAZA  
INDEMNITY AGREEMENT**

This Indemnity Agreement ("Agreement") is made and entered into as of February 10, 2020 by Girl Scouts San Diego ("LESSEE") in favour of Russo Properties, LLC., based on the following:

Recitals

- A. Girl Scouts of San Diego is conducting the event described below ("Event") at Campus Plaza on the date set forth below, and Lessee has agreed to participate in the Event.
- B. In consideration for its participating in the Event, Lessee has agreed to indemnify Russo Properties, LLC as set forth in this Agreement.

NOW, THEREFORE, in consideration of the premises set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessee hereby agrees as follows:

Insurance: During the event, lessee of the defined space, will be required to maintain insurance including:

General Liability: \$1,000,000 Per Occurrence/\$2,000,000 General Aggregate

Coverage shall be written on an occurrence basis providing coverage for bodily injury and property damage. The insurance shall be endorsed to include the Owner, Property Manager, and any other required parties as an additional insured via an approved additional insured endorsement as approved by the owner or their representation. If lessee plans to serve alcohol or alcohol is to be served by another party on lessee's behalf, lessee's General Liability insurance must include Liquor Liability. Coverage shall include a waiver of subrogation.

Auto Liability: \$1,000,000 Combined Single Limit

Coverage shall be provided if vehicles will be on the premises including coverage for any owned, hired, or non-owned autos

Workers Compensation: California Statutory coverage and a \$1,000,000 limit for Employers Liability

Coverage shall be required for any and all employees of lessee.

If lessee hires any vendors to perform services onsite, it will be the responsibility of the lessee to ensure that all insurance required of the lessee via this agreement shall also be required of the vendors including additional insured status in favour of the lessee, Owner, and Property Manager. If liquor is to be served by any vendors, lessee is responsible to ensure vendor's insurance includes Liquor Liability protection. Lessee is ultimately responsible for any and all vendors, guests, invitees, employees, and any others that are allowed access to the area.

All required coverages shall be evidenced to the owner or their representation via an Acord Certificate of Insurance prior to the event including all applicable endorsements.

Lessee shall indemnify, defend, protect and hold Russo Properties, LLC and CBRE, Inc. harmless from and against any and all liabilities, losses, claims, demands, damages, causes of action, costs (including attorneys' fees and costs) and expenses arising from, out of or in connection with Lessee's access to the Shopping Center in connection with the Event or Lessee's participation (including the participation of one or more of its members) in the Event; except that Lessee shall not be obligated to indemnify, defend, protect or hold Russo Properties, LLC and CBRE, Inc. harmless from or against any liabilities, losses, claims, demands, damages, causes of action, costs or expenses caused by the sole negligence or wilful misconduct of Russo Properties, LLC and CBRE, Inc..

IN WITNESS WHEREOF, Lessee hereby enters into this Agreement for the benefit of Heitman Capital Management, LLC as of the date first above written.

Description of Event: Sale of Girl Scout Cookies

Date(s) of Event: 2/7 - 3/8/2020

Hours of Event: 8 am - 8 PM

Lessee's Name: Girl Scouts San Diego

Other: \_\_\_\_\_

By (Signature): [Signature]

Title: Product Program Specialist

Date: 2/10/2020