

SPECIAL EVENT INSURANCE

Please Print:

Date: _____

Applicant's Name: _____

Address: _____

Date of event: _____ Type of event: _____

The City's Risk Management Division can assist you by contacting a special events insurance carrier that will provide coverage for your special event at the estimated rates below, if you do not have coverage with your own provider. The prices listed below are estimates only.

Should you need assistance with insurance, contact the City's Risk Management Division for the actual cost. Risk Management requires at least 7-10 working days to obtain and prepare the insurance certificate. If sufficient time is not allowed, possible decline on coverage could occur.

Coverage estimates for one (1) day event:

<input type="checkbox"/> Under 100 people, no liquor	\$122.46
<input type="checkbox"/> 101 to 500 people, no liquor	\$213.36
<input type="checkbox"/> Up to 100 people, with liquor	\$247.46
<input type="checkbox"/> 101-300 people, with liquor	\$363.36
<input type="checkbox"/> 301-500 people, with liquor	\$413.36

After Midnight Events:

- If the event extends beyond Midnight and ends before 2:00 AM, the event is considered one day.
- If an event **with Liquor** extends beyond Midnight and ends before 2:00 AM (excluding take down days), an additional 15% surcharge to the Liquor premium will be added.
- If the event goes beyond 2:00 AM, an additional day will be charged for the event and liquor.

Note: If you are interested in purchasing special event insurance coverage through the City, contact our Risk Management Division at 916.478.2250.