

SPECIAL EVENT LIABILITY COVERAGE

DEFINITION - Liability insurance available for purchase by individuals/groups who want to rent a local government facility for an activity, but does not have the required insurance.

Events such as:

Art Shows	Lectures
Banquets	Luncheons
Business Meetings	Parties
Celebrations	Plays
Club & Group Meetings	Proms
Craft Shows	Seminars
Exhibitions	Weddings & Receptions
Graduations	Etc.

COVERAGE: \$1,000,000 per occurrence limit

PREMIUMS: Starts at \$83 and goes up, depending upon the type of event, number of people attending, number of days, or if alcohol is to be served.

INSTRUCTIONS:

Contact Charlotte Garber at YCPARMIA 530-666-4456 or FAX 530-666-4491, with the information needed below.

- **INFORMATION NEEDED** (Exhibit "A"):
 - Date of event (including "set up" and "take down")
 - What type of event
 - Location of event
 - How many people
 - Name and Address of Group requiring the insurance
 - Contact person name and phone number
 - Alcohol (yes or no)
 - Concessions – Food or Non-Food (yes or no)
 - Exhibitors (yes or no)
 - Athletic Event (yes or no)

Once a group or individual decides they want to purchase insurance through YCPARMIA, they will need to issue a cashier's check or money order payable to YCPARMIA before certificate will be issued. Personal checks will be accepted if issued at least 2 weeks prior to the event.

SPECIAL EVENT LIABILITY REQUEST FORM

Name: _____

Phone: _____

Email: _____

Party Location: _____

Event / Type of Party: _____

Date of Event: _____ Time: _____

(include set up and take down days)

How Many People? _____

Alcohol	YES	NO
Concessionaires/Food Sales	YES	NO
Concessionaires/ Non-Food	YES	NO
Exhibitors	YES	NO
Athletic Event	YES	NO
If yes – Waivers	YES	NO