



## INSURANCE IS REQUIRED FOR ALL EVENTS

An insurance certificate must be submitted to the City of Benicia 30 days before your rental date. The City reserves the right to cancel any event for which insurance has not been received at least 3 days prior. The proper insurance coverage can be acquired through your organization, homeowner's insurance policy or by purchasing insurance through the city. For most events the required general liability insurance limit is two million dollars (\$2,000,000); this limit may vary depending on the type and scope of your event.

If you are not purchasing insurance through the City, please ask your agent for a separate page endorsement naming the City of Benicia as an additional insured. This is a requirement. Please refer to the reference sheet in your packet.

If you wish to acquire coverage through the City of Benicia, please fill out the information below completely. An insurance certificate for your event will be emailed directly to you and should be on hand at your event.

**Insurance pricing is subject to change, these are just quotes.**

Name/Organization on rental agreement: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Insured Name: \_\_\_\_\_ Location of Event: \_\_\_\_\_ Age Groups: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Attendance: \_\_\_\_\_

### PLEASE SELECT YOUR EVENT FROM THE LIST BELOW

Please choose only one. If you do not see your event on this list, please contact the Parks and Community Services Department at (707) 746-4285 or [pcs@ci.benicia.ca.us](mailto:pcs@ci.benicia.ca.us)

#### Class I Events

- Art Festivals/Shows
- Awards Presentations
- Banquets
- Charity Benefits/ Fund Raisers (Including auctions/sales)
- Concerts, Indoor (NO hip hop, rap, heavy metal) \*†
- Dinner Theaters (NO performer or crew coverage) †
- Graduation Ceremonies
- Instructional Classes (non-mechanical)
- Luncheons
- Parties/Celebrations - **NOLIQUOR**
- Picnic Grounds (without pools or lakes)
- Religious Assemblies
- Weddings & Receptions
- Social Gathering (Including memorial services)

#### Class II Events

- Block Parties/Street Closures \*
- Concerts, Outdoor (NO hip hop, rap, heavy metal) \*†
- Dances
- Food Concessions
- Grad Night (University Only - NO High School)
- Haunted Houses \*
- Job Fairs
- Parades\*
- Parties/Celebrations - **WITH LIQUOR**
- Political Rallies \*
- Reunions
- Street Fairs \*
- Voter Registrations

#### Class III Events

- Swimming Event (Pool Rental)
- Sports Event  
Indoors/Basketball  
(Including adult parties)

\* Requires approval from Alliant Insurance Services  
# Requires signed waiver from participant  
‡ Requires approval from the City Attorney  
† NO Participant Coverage

- > If a band (or bands) has been hired, please provide the name of the band and the genre.
- > If concessionaires have been hired, please provide the names and what is provided.

Bands, Music or Concessionaires/Type: \_\_\_\_\_

### PREMIUMS (Quote Only)

Please select the fee matching your class, liquor requirement and number of people attending.  
Days defined as "Set-Up" or "Take-Down" are included and need not be added separately.

**Class I Events**

WITHOUT LIQUOR

1-100 people: \$85.00 per day

101-500 people: \$119.00 per day

500-1500 people: \$177.00 per day

**Class I Events**

WITH LIQUOR (Rental Ends Up to Midnight)

1-100 people: \$148.00 per day

101-500 people: \$182.00 per day

500-1500 people: \$240.00 per day

**Class I Events**

WITH LIQUOR (Rental Ends After Midnight)

1-100 people: \$158.00 per day

101-500 people: \$191.00 per day

500-1500 people: \$250.00 per day

**Class III Events**

WITHOUT LIQUOR

1-100 people: \$198.00 per day

101-500 people: \$349.00 per day

500-1500 people: \$461.00 per day

**Class II Events**

WITHOUT LIQUOR

1-100 people: \$125.00 per day

101-500 people: \$217.00 per day

More than 500 people: \$257.50 or higher per day

**Class II Events**

WITH LIQUOR (Rental Ends Up to Midnight)

1-100 people: \$252.00 per day

101-150 people: \$344.00 per day

151-300 people: \$371.00 per day

More than 300 people: \$421.00 or higher per day

**Class II Events**

WITH LIQUOR (Rental Ends after Midnight)

1-100 people: \$271.15 per day

101-150 people: \$363.15 per day

151-300 people: \$393.90 per day

More than 300 people: \$452.40 or higher per day

### SUPPLEMENTAL LIQUOR QUESTIONS

- |  |     |    |     |
|--|-----|----|-----|
| (1) Is liquor is being served directly by the applicant?   | Yes | No |     |
| If so, will training be provided to those individuals monitoring consumption to prevent underage drinking and over consumption by individuals of legal drinking? | Yes | No | N/A |
| (2) Is liquor is being provided by independent contractors/vendors?  | Yes | No |     |
| If so, do they carry at least \$1,000,000 in liquor liability coverage, provide the applicant a Certificate of Insurance, and provide additional insured status? | Yes | No | N/A |

**If Liquor is being provided by a vendor please provide a copy of vendor insurance to the City.**

The consumption of alcoholic beverages is restricted to the facility rental area. Service to minors is strictly prohibited. All fees subject to confirmation by Alliant Insurance Services and may be changed to meet appropriate Premium.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_