

## **WHEN INSURANCE IS REQUIRED:**

Renter has the option of providing their own insurance, or purchasing insurance from the City (pending event coverage being available for the type of event proposed).

**When renter provides their own insurance, the following must be included:**

**1. Certificate of Liability Insurance to include:**

- Coverage in the amount of \$1,000,000, per occurrence
- Name the **City of San Juan Capistrano** as additional insured
- “Description” section is to list a few words describing the rental (example: picnic / BBQ / live music concert /etc)
- “Certificate Holder” section is to list:
  - City of San Juan Capistrano
  - Attn: Community Services Department
  - 25925 Camino del Avion
  - San Juan Capistrano, CA 92675
- If alcohol will be served, the liability certificate must state “Liquor Liability included”

- 2. Liability Endorsement Form** (Renter’s insurance company can use their own endorsement form, or they can use the City’s. If renter /insurance company would like a copy of the City’s endorsement form, please call and request a copy)

***NOTE: Renters providing their own insurance MUST provide BOTH of the documents listed above***

**When renter purchases insurance through the City:**

If renter would like to purchase insurance through the City, please call for a price. Price of insurance varies with the type of event. The “hazard level” of the event and the number of attendees are key factors in determining the price of the insurance policy.

**For further information regarding insurance, please call  
Gil Leon, Community Service Coordinator, at (949) 443-6393  
Fax # (949) 202-5381**

<b>City - Issued Insurance</b>		
<b>Activity</b>	<b>Attendance</b>	<b>Fee</b>
<p><b><u>NO ALCOHOL</u></b> (Hazard Level I)</p> <ul style="list-style-type: none"> <li>• Wedding Reception - any number of attendees</li> <li>• Most activities or meetings with 100 or more attendees</li> </ul>	1-100	\$81.00
	101-500	\$113.00
	501-1500	\$169.00
	1501-3000	\$219.00
	3001-5000	\$332.00
	5001+	to be determined
<p><b><u>WITH ALCOHOL</u></b> (Hazard Level II)</p> <ul style="list-style-type: none"> <li>• Wedding Reception - any number of attendees</li> <li>• Most activities or meetings with 100 or more attendees</li> </ul>	1-100	\$141.00
	101-500	\$173.00
	501-1500	\$229.00
	1501-3000	\$279.00
	3001-5000	\$392.00
	5001+	to be determined
What Hazard Level is this activity?	See Gil Leon	
Rentals that are Hazard Level 2,3, or above	See Gil Leon	
Class Instructors	See Gil Leon	
<p>New rates: Annually an assessment is conducted by the insurance provider to determine whether a fee increase will take effect each January.</p>		