

EAST BAY REGIONAL PARK DISTRICT

Brazilian Room/ Lake Temescal Beach House/ Fern Cottage/ Shoreline Center

Facility Reservations: (888) 327-2757 (Option 2)

(510) 635-5502 Fax

Special Event Insurance Information These rates apply to **2011 only**

2012 rates will be available in November 2011
(If you have a January event, you will be contacted
By Reservations with special directions)

The East Bay Regional Park District requires the User of the Rental Facility to maintain a comprehensive insurance policy in an amount equal to or greater than **general liability \$1,000,000 (one million dollars)** which is endorsed to **name the East Bay Regional Park District (EBRPD) as an additional insured** for the day of your event, and to provide the EBRPD with a certificate of insurance with endorsement as proof of this coverage.

There are two ways in which this requirement can be fulfilled:

- 1) You may go through your insurance agent to modify your home owners or business insurance policy to meet these requirements. The certificate with additional insured endorsement naming the East Bay Regional Park District is due from your agent at least two months prior to your event.
- 2) Through a program managed by Diversified Risk Insurance Brokers, facility users may purchase a one day special event general liability insurance policy from the East Bay Regional Park District Reservations office. See the Quotation Premium form for the breakdown of insurance fees based on the number of attendees at your event.

To obtain this insurance, you will need to complete and return the following forms: **Event Holder Questionnaire and Premium Quotation form**. These forms may be turned in with payment at any time in 2011, **at least two months prior to your event date**. Payment may be made using a Visa or MasterCard credit card. Early completion is encouraged and sincerely appreciated.

If any money changes hands between the User and guests and you are serving food and/or beverage during your event, you will be charged an additional insurance fee. If you are selling beer, wine, or champagne a permit from the Alcohol Beverage Control Board is required and there will be an additional Liquor Liability fee added to your premium.

Payment may be taken care of over the phone using a Visa or MasterCard. We accept faxed copies of these forms. Or, you may mail the insurance forms with a check made out to the East Bay Regional Park District (EBRPD).

Insurance rates are subject to change at any time.

Mailing address for Insurance: **East Bay Regional Park District
Attention: Facility Reservations
P.O. Box 5381
Oakland, CA 94605-0381**

EVENT HOLDER QUESTIONNAIRE

Name and Address of Renter or Event Holder: **(Same as on Permit Form or Rental Form)**

Rental Contract # _____

Event Contact Person: _____
(Authorized to sign all documents)

Daytime Phone Number _____

EVENT INFORMATION

Date(s) Held: _____ Time: _____
(Include set-up and take down days)

Location of Event: _____
 Brazilian Room, Lake Temescal Beach House, Fern Cottage, or Shoreline Center

Detailed Description of Event: _____

Total Attendance (**per day**) including all participants, spectators, guests, exhibitors, performers, entertainers, volunteers and employees:

Day One	_____	Day Four	_____	Day Seven	_____
Day Two	_____	Day Five	_____	Day Eight	_____
Day Three	_____	Day Six	_____	Day Nine	_____

Additional Event Exposures

Yes No

Vendors/Exhibitors/Concessionaires?	_____	_____	How Many?	_____
Caterer?	_____	_____		
Liquor Served?	_____	_____		
Liquor Sold?	_____	_____		
Food/Non-Alcoholic Beverages Served?	_____	_____		
Food/Non-Alcoholic Beverages Sold?	_____	_____		
Entertainment Activities? (Provide a List)	_____	_____		

Have you held this event or a similar event in the past? Yes No
 If yes, have accidents, incidents, claims or loss arisen from such event? Yes No

Please review contracts and fill out on a separate sheet, the names and addresses of all parties requiring to be named as Additional Insured. **This vendor form is to be turned in to the Reservations staff when purchasing Insurance.** Their fax number is (510) 635-5502.

The event premium includes a premium charge for the facility owner/lessor as additional insured.

SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, RPG
Quotes for 2011 only

PREMIUM QUOTATION FORM

Premium Quotation

Guest Count	Coverage	Premium	Taxes & Fees	Processing Fee	Totals
1-50 Guests	General Liability	\$68.00	\$2.21	\$30.00	\$100.21
51-225 Guests	General Liability	\$93.00	\$3.02	\$30.00	\$126.02
	Liquor Liability (if applicable)				
	Vendor (if applicable)				
	Excess Limits (if applicable)				

Please sign and return this sheet with the Short Event Questionnaire.

Thank you

SIGNATURE: _____

DATE: _____