

Special Event Insurance Information

Brazilian Room/ Lake Temescal Beach House/ Fern Cottage/ Shoreline Center
Reservations Department: (888) 327-2757 (Option 2)
(510) 635-5502 Fax

Dear 2016 Facility Renter,

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 more than two months prior to your event.

OR

- 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 Premium Quotation chart on the back of this letter for the breakdown of insurance fees based on the number of attendees at your event.

To obtain one-day special event general liability insurance, you will need to complete and return the **Event Holder Questionnaire form** found on the back of this letter. This form must be turned in **60 days prior to your event date**. Payment may be made using a Visa or MasterCard credit card. Early completion is encouraged and sincerely appreciated.

Payment may be taken care of over the phone using a Visa or MasterCard. We accept mailed, faxed or emailed copies of this form. 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: Reservations Department
P.O. Box 5381
Oakland, CA 94605-0381
reservations@ebparks.org

SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, RPG
 Quotes for 2016 only*

Guest Count	Coverage	Premium	Taxes & Fees	Processing Fee	Totals
1-25 Guests	General Liability	\$35.00	\$1.12	\$30.00	\$66.12
26-50 Guests	General Liability	\$68.00	\$2.18	\$30.00	\$100.18
51-150 Guests	General Liability	\$75.00	\$2.40	\$30.00	\$107.40
151-250 Guests	General Liability	\$93.00	\$2.98	\$30.00	\$125.98
	Excess Limits (if applicable)				

*2017 rates will be available in November 2016

EVENT HOLDER QUESTIONNAIRE

Name of Renter or Event Holder: **(Same as on Rental Contract)** _____

Rental Contract # _____

EVENT INFORMATION

Date(s) Held: _____ Time: _____

Event Location: (circle one) Brazilian Room Lake Temescal Beach House Fern Cottage Shoreline Center

Description of Event: (circle one) Social or Meeting

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

Day One _____ Day Two _____ Day Three _____

Additional Event Exposures	Yes	No	How Many?
Vendors/Exhibitors/Concessionaires?	_____	_____	_____
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.**

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

Please sign and return this sheet to the Reservations Staff. Thank you.

SIGNATURE: _____

DATE: _____