



Special Event Guidelines Insurance

Before final approval of your Citywide Special Event Permit Application, you will need to provide Commercial General Liability insurance and a separate additional Insured Endorsement for the Host Organization and all contracted service providers that will support your event. If your event includes the use of alcohol you will also be required to provide Liquor Liability Insurance.

Minimum policy limits are generally \$1 million per occurrence with a \$2 million aggregate; however, the City of San Diego reserves the right to adjust policy limits according to the level of risk associated with the event. Each policy and endorsement must include the City of San Diego, its officer, employees, volunteers and agents as additionally named insured. Insurance coverage must be primary and maintained for the duration of the event including set-up and dismantle dates and times. The Host Organization and all contracted service providers that have paid employees must also submit proof of Workers Compensation Insurance with a minimum policy limit of \$1 million.

Failure to provide accurate insurance documents is one of the most common reasons an event may not receive a final permit or be permitted to incorporate specific event elements. Therefore, in the early stage of your event planning, contact your insurance provider and all of the professional service providers you plan to use to ensure that they will be able to provide insurance documents to the City of San Diego in a timely manner. If a service provider indicates their insurance is already on file with the City of San Diego, include that information with your submission of insurance documents to the city's Risk Management Department.

EXAMPLES OF COMMON SERVICE PROVIDERS

<ul style="list-style-type: none"> ▪ Professional Event Organizer ▪ Private Security Company ▪ Equipment Rental Company (tents, tables, chairs, fencing Inflatables, climbing walls, etc.) ▪ Sanitation Services (trash, recycling, grease disposal, portable restrooms) 	<ul style="list-style-type: none"> ▪ Medical Services ▪ Parking/Shuttle Company ▪ Power/Lighting Company ▪ Staging/Production Services Company ▪ Pyrotechnic/Special Effects Provider ▪ Catering/Bar Service
--	--



Special Event Guidelines Insurance

SUMMARY OF REQUIREMENTS

Certificate of Insurances

All Certificates of Insurance must name as Additional Insured:

- **The City of San Diego, its officers, employees and agents**

Additional Insured Endorsements

All separate additional Insured Endorsements must name:

- **The City of San Diego, its officers, employees and agents as additionally insured**

Minimum Coverage and Limits

Commercial General Liability

- \$1 million –Per Occurrence
- \$2 million—General Aggregate

Liquor Liability

- Required if alcohol will be provided, sold or served at the event

Workers Compensation

- \$1 million



Special Event Guidelines Insurance

Service Provider Insurance

The Host Organization is responsible for submitting to the Risk Management Department, Certificates of Insurance and separate Additional Insured Endorsements for all contracted service providers that will support your event. These service providers are also required to provide proof of Workers Compensation Insurance.

Submittal Information

If you have not included all of your insurance documents with your Citywide Special Event Permit Application at the time of submission, send copies of the remaining documents to the city's Risk Management Department at:

City of San Diego
Risk Management Liability Section
Attn: Special Event Liaison
1200 Third Avenue, Suite 1000
San Diego, CA 92101
Email: RMSpecialEvents@sandiego.gov
Fax: 619.236-6106