



City of Sonoma

#1 The Plaza, Sonoma

(707) 938-3681 / Fax (707) 938-8775

SPECIAL EVENT INSURANCE REQUIREMENTS

The following special event insurance requirements must be met for all events being held on City property.

Event organizers must have liability insurance for no less than two million dollars **(\$2,000,000)** naming the City of Sonoma as an additional insured, with an endorsement stating that the event holders insurance is primary. **If alcohol is sold at the event**, the event holder must also provide two million dollars (\$2,000,000) liquor liability insurance.

It is essential that any group holding an event in the City of Sonoma meet one of the following two insurance requirements to ensure that **your organization** is carrying full risk and responsibility for producing **your event**.

1. **Certificate of General Liability Insurance AND Endorsement.** The required insurance certificate and endorsements must be executed by your insurance carrier with the terms and language below.
 - a. **The term must be for one year with a minimum of \$2 million General Liability for each occurrence, OR, \$1 million General Liability plus \$1 million Umbrella Liability for each occurrence.**
 - b. **Additionally Insured Language:** The City of Sonoma, its elected or appointed officers, officials, employees and volunteers, #1 The Plaza, Sonoma, CA 95476.
 - c. **Description of Premises:** Provide a description of the operations, location and dates of the event and insurance policy number.
 - d. **Primary Language on Endorsement:** This insurance **shall be primary** as respects the insured shown in the schedule, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's schedule underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.
 - e. **Cancellation Language:** The insurance afforded by this policy shall not be cancelled except after thirty (30) days prior written notice by certified mail.
2. **Special Event Insurance:** If you are unable to obtain insurance coverage, you may purchase a "special event insurance certificate" through:
 - a. **Gales Creek Insurance at www.galescreek.com**

Questions: If you have questions, please call the City of Sonoma at (707) 938-3681.

Note: Do not wait to contact your insurance carrier. It is generally the insurance that holds up a permit. Be certain when you submit your request for insurance certificates and endorsements that your carrier receives the above provisions and requirements (including the exact working under **Primary Language on Endorsement** for use of public property.