City of VALLEJO California

City Attorney's Office · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4545

EVENT PERMIT

Insurance Requirements
Checklist and Applicant Signature Needed

☐ Commercial General Liability	$2,000,000 per occurrence (more than 500 persons per day*) $1,000,000 per occurrence (up to 500+ persons per day) $3M or 4M Aggregate (depending on projected attendance)
☐ Business Automobile Liability	$1,000,000 per occurrence, including owned, non-owned and hired vehicles
☐ Workers Compensation (Statutory)	$1,000,000

(Or ☐ Exempt from Workers Compensation because there are no employees.)

☐ Additional Insured Endorsement (General & Auto)	The City must be named an additional insured **on the standard industry form (known as an ACORD 25 form)** and on an endorsement form using the following language: "The City of Vallejo, its officers, agents and employees are included as additional insured on all policies except Workers' Compensation." Endorsement must state that coverage is primary insurance. Insurance must cover on an occurrence basis, not on a claims-made basis.
☐ Will alcohol be served?:	Full liquor liability

(or ☐ No alcohol will be served at this event, so no Full Liquor Liability is needed)

☐ Insurers Affording Coverage	Include Insurer's NAIC numbers on ACORD form

☐ Applicant has signed indemnity agreement.

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EVENT PERMIT INSURANCE AND INDEMNITY AGREEMENT

Permittee represents that the above representations contained in the City of Vallejo Event Permit checklist are true and correct, and Permittee shall indemnify, defend, and hold harmless City, its officers, employees and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages including liability for injuries to any person or persons or damage to property arising at any time during, or arising out of or in any way connected with, Permittee's authorized activities under this permit; or Permittee's use or occupancy of the City Grounds or Facilities and adjoining property unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees or agents.

Dated:_____ By:_____
[Permittee]