

## Insurance Requirements

If it is determined that your event requires liability insurance, i.e. events of 150+ attendees or events that serve alcohol, proof of coverage is due 30 days before the first day of your event.

### Procedure for Providing Your Own Insurance

1. Purchase the required insurance for both bodily injury and property damage. Ask your insurance broker to a combined single limit. The amount of insurance is set by the City of Palo Alto; the premium for the insurance you purchase is set by your broker with the insurance company. (One million dollars, \$1,000,000, is the minimum requirement for all uses. High risk activities require additional coverage.)
2. Under the section “Description of operations, locations, vehicles, special items” place the following phrase, City of Palo Alto, as an additional insured.
3. Under the section “Certificate Holder” place the following:

City of Palo Alto  
3700 Middlefield Rd  
Palo Alto, CA 94303

4. Ask your insurance broker to send s signed Certificate of Insurance via email to

MPCC@cityofpaloalto.org or mail it to:

Mitchell Park Community Center  
3700 Middlefield Rd  
Palo Alto, CA 94303

### Requirements Regarding Alcohol

The City of Palo Alto requires “**Liquor liability insurance**” to serve alcohol on the premises. Such coverage must be stated on your insurance certificate.

Whenever liquor is available for consumption and money is transacted in any form (i.e. for donation, for a ticket, for a meal, for entry to the event, for the beverage) **liquor liability and an ABC license is required.**

If you plan to sell alcohol, a license from the Alcoholic Beverage Control is required. Proof of license must be received 14 days prior to your event. Contact the San Jose branch for information:

<http://www.abc.ca.gov/>  
San Jose Branch (408) 277-1200  
100 Paseo De San Antonio Ste 119, San Jose, CA 95113