

Liability 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 thirty days before the first day of your event.

Requirements Regarding Alcohol

The City of Palo Alto requires “Host Liquor Liability Insurance” to serve alcohol on the premises. Many catering companies are insured to serve alcohol, or you may obtain your own policy.

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) then **full liquor liability** is required. Such coverage must be stated on your insurance certificate.

In addition, 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

