

Procedure for Providing Your Own Event Insurance

1) Purchase the required insurance for both bodily injury and property damage. Ask your insurance broker to do 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. \$1,000,000.00 (one million dollars) is the minimum requirement for all uses. High risk activities require additional coverage and will be communicated with you if needed.

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” it should read: City of Palo Alto, 3700 Middlefield Road Palo Alto, CA 94301

4) Ask your insurance broker to send a signed COI (certificate of insurance) via email to mpcc@cityofpaloalto.org or mail it to:

Mitchel Park Community Center
3700 Middlefield Road
Palo Alto, CA 94303

COI's need to be delivered to MPCC a minimum of 14 days prior to the event. You may purchase it through any event insurance broker of your choosing, if you are unsure of you to contact, you may use:

<http://www.eventinsure.com/>

We appreciate your understanding, *Mitchell Park Community Center*

