

## INSURANCE REQUIREMENT FOR PRIVATE RENTALS

For rentals that will be serving alcohol\*, be open to the general public and/ or will have cash on site (i.e fundraisers, entrance fees, etc.), insurance coverage is required. Insurance may also be required for other events / activities that are determined by management to be high risk. Proof of insurance must be submitted within two weeks of the event and may be obtained in one of two ways . . .

- 1) Visit <http://www.specialeventinsurance.com/> and purchase a one day special events policy. General Liability Coverage Limit selected must be \$2,000,000/\$2,000,000. The City of Milpitas should be listed as additionally insured. You must provide a copy of the policy and certificate.
- 2) Add the City of Milpitas as “Additionally Insured” on your Homeowner’s / Business Insurance. You must provide a copy of the policy in its entirety, not just a Certificate. We require a copy of the policy so that we have detailed information of the coverage and can verify that the City of Milpitas has been added as additionally insured. Your General Liability Coverage Limit must be \$2,000,000.

**ADDITIONALLY INSURED:  
City of Milpitas  
455 East Calaveras Blvd  
Milpitas, CA 95035  
(408) 586-3210**

- If you will be selling alcohol at your event, you must obtain and provide a copy of an ABC Liquor License at least two weeks prior to you event. Applications can be obtained by visiting <http://www.abc.ca.gov>. A separate fee to the State of California is required for this license.

