



QUALITY OF LIFE
DEPARTMENT

City of
REDLANDS

Incorporated 1888
City of Redlands
35 Cajon Street, Suite 222, Redlands, CA 92373
909-798-7655

Christopher Boatman
Quality of Life Director

Park Reservation/ Special Events Permits
Insurance Requirements

The Special Event Holder shall secure and maintain the insurance coverage described below for the duration of the Event, and such insurance shall act as primary coverage with respect to any insurance or self-insurance programs maintained by the City.

- ***Single Day Event-***
 - General Liability Insurance:
 - One Million Dollars (\$1,000,000.00) Per Occurrence
 - The City of Redlands must be named as an Additional Insured
 - Event Name, Date, and Location should be noted in the Certificate's Description field
 - Only required if alcohol is being served or sold at the Event:*
 - Liquor Liability Insurance
 - One Million Dollars (\$1,000,000.00) Per Occurrence
 - The City of Redlands must be named as an Additional Insured
- ***Multiple Day Event-***
 - General Liability Insurance:
 - One Million Dollars (\$1,000,000.00) Per Occurrence
 - Two Million Dollars (\$2,000,000.00) Aggregate
 - The City of Redlands must be named as an Additional Insured
 - Event Name, Dates, and Location should be noted in the Certificate's Description field
 - Only required if alcohol is being served or sold at the Event:*
 - Liquor Liability Insurance
 - One Million Dollars (\$1,000,000.00) Per Occurrence
 - Two Million Dollars (\$2,000,000.00) Aggregate
 - The City of Redlands must be named as an Additional Insured

The Special Event Holder shall instruct their insurance agent/broker to furnish a properly executed Certificate of Insurance to the City's Risk Management Division for review of compliance with these requirements. Submission **MUST** be made at least **7 Days Prior to Event** to avoid Permit cancellation and total or partial loss of paid fees.

Submissions are requested to be sent by the agent/broker directly via email to INSURANCE@CITYOFREDLANDS.ORG or via US Mail to:

City of Redlands
Risk Management Division
P.O. Box 3005
Redlands, CA 92373