

City of Arcata  
Recreation Division  
736 F Street  
Arcata, Ca 95521

## INSURANCE REQUIREMENTS

**Insurance is required for the rental of all City of Arcata facilities.**

### ***Event holder will provide:***

- A. A Certificate of Insurance of \$2,000,000 liability coverage; City of Arcata form preferred (see sample attached).  
**(General Aggregate & Each Occurrence)**
- B. An Endorsement naming the “**City of Arcata, its officers, employees and volunteers**” as additional insured. Please use form CG 20 10 10 01.
- C. The endorsement must also provide a statement that the insurance will be **primary** and that the insurance will not be cancelled without prior written notice given to the City of Arcata.

Each certificate shall contain a 30-day cancellation notice to the City of Arcata. Users proposing to sell or serve alcohol beverages at events open to the public must also submit a Certificate of Public Liability and Host Liquor Liability in the amount of \$2,000,000 naming the City as additional insured with a 30-day cancellation notice. Users unable to secure the coverage specified above may be able to do so through a third party, city administered insurance company.

If your organization does not have insurance carrier or if your insurance carrier cannot meet the City's insurance requirements, HUB International and/or Gales Creek offer “Special Event Insurance” to event holders which is designed specifically for municipalities. Please visit our website at [www.cityofarcata.org/rec](http://www.cityofarcata.org/rec) for more information regarding insurance.

*✓Smart Tip: Do not wait to contact your insurance carrier. It is generally the insurance that holds up a permit. Be certain when you submit your request for insurance certificates and endorsements that your carrier receives the above provisions and copies of the City's sample insurance forms and requirements for use of public property. The City cannot accept certificates without the exact wording as indicated on the sample forms and the “Primary” language on the endorsement. It is the event organizers responsibility, not the City department processing the application, to work with your insurance carrier to ensure these requirements are met.*