



LIABILITY INSURANCE REQUIREMENTS

Liability insurance is required for all social events of 100 people or more at the Marina Community Center, Parks, Pools (when a permit is issued), and all other City of San Leandro facilities.

The Insurance must:

- + be General Liability coverage in the amount of \$1,000,000.00 coverage for the Marina Community Center, Parks & Pools.
- + name the City of San Leandro as additionally insured.
- + have date of event on the Certificate of Coverage.
- + be received by the City of San Leandro 15 days before event.

There are two ways to obtain Liability Insurance:

- + Provide your own insurance through your homeowner policy
 - o Mail certificate of coverage to:

Marina Community Center
15301 Wicks Blvd.
San Leandro, CA 94579

- + Purchase coverage through the City of San Leandro website at
 - <http://www.ci.san-leandro.ca.us/slparcs.html>
 - select the General Liability Insurance link.
 - Log in or create a new account then log in
 - In Step 1, Insured = your name or your company name
 - Municipality = San Leandro
 -

NOTE: To purchase insurance through the city's' website you must have:

- o An email account. If you do not have an e-mail account please see the reverse side of this page for instructions on how to obtain one.
- o Fees are based on type and size of event
- o Payment is due upon submission of insurance application

NOTE: Rates are subject to change. Insurance fees are reviewed by our carrier each year & are subject to increase.

Bookings will be reviewed 15 days before event date and are subject to cancellation if insurance requirements are not met.