COMPETITIVE CONDITIONS
SPECIAL EVENT PERMIT APPLICATION

Planning Building & Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • TDD: 510.522.7538
Permit Center Information

Allow ten business days to process permit

Note: All races are prohibited on all portions of Alameda Point Property

Attached is an application form for authorization to temporarily encroach into the Public Right-of-Way for Competitive events in the City of Alameda. Included with this application is a list of general conditions which may or may not apply to your activity. Please review these conditions along with the application and **answer all questions completely**. Please call (510) 747-6800 if you have any questions. **Incomplete applications will NOT be accepted.**

1. **Complete the Application** form using blue or black ink only
2. **Complete the attached Indemnity and Hold Harmless Agreement**. The City of Alameda must be indemnified against any and all property damage or bodily injury which may occur. The applicant assumes all responsibility
3. **Provide proof of insurance with general liability limits of $2 million per occurrence with an insurance company having at least an "A" rating in the most recent edition of Bests Insurance Company Guide.** Please see attached examples
4. **Notification of Event** passed out within 300 feet of residential and/or commercial properties that will be impacted by the event
5. **Required Signature Page from the Police Department.** Please note special events at Alameda Point, you will also need the required signature from the Property Management Company, PM Realty.
6. **Diagram Map of the Event** with Traffic Control and Reroute Plan if necessary
7. **Caltrans Permit Approval** if the route for the Event encroaches upon a portion of a State Highway
8. **Application fee** of $750 plus $15.00 per parking space per day
9. **Closures along AC Transit Bus Routes-**Applicant will need a Detour Plan from AC Transit prior to submittal of application (Contact AC Transit at (510) 891-4908 or (510) 891-4744)

Return your completed application in person along with the items listed above to the Permit Center, Room 190, 2263 Santa Clara Avenue, Alameda from 7:30 a.m. to 3:30 p.m. Monday through Thursday. A Permit Technician will accept your application and fee, and route your application to the appropriate City departments for approval. **Please note**: our office is closed on Friday.

After all approvals are received in the Permit Center, you will be contacted to read and sign the Special Event Conditions of Approval Form prepared for your Special Event.

After all City departments have granted their approval, you will contacted be and asked to come back into our office to read and sign the "Special Event Conditions" form that is relevant to your Special Event.

REQUIREMENTS FOR BIKE RACE EVENT APPLICATION

Special Conditions for Competitive Events

The conditions listed below are in addition to any other Special Event conditions that may be required by other City Departments.

1. The proposed race route shall be selected, inspected, and approved by an independent expert knowledgeable in the route selection, operational safety and set-up for bicycle races in an urban-suburban environment. *The permit applicant shall provide written verification that the proposed race route has been inspected and approved by an independent expert with supporting documentation of the individual's expertise, experience, and training*.

2. A pre-race route inspection shall be done the day of the race for potential safety hazards and debris, and not permit racing prior to hazards being removed or eliminated. *The applicant shall identify by name the individuals responsible for pre-race route inspection. These individuals shall have training and experience in the identification of bicycling safety hazards. A list of identified potential safety hazard and debris and how they were remedied will be submitted to the Permit Center within seven (7) days after the race event.*

3. Without exception, all race participants must sign the City's Accident Waiver and Release of Liability (AWRL) prior to racing.

4. No racing shall be permitted more than thirty (30) minutes after sunset, Pacific Daylight Time.

5. The applicant shall execute the City's "Indemnity and Hold Harmless Agreement."

6. The applicant shall provide proof of insurance with general liability limits of $2 million per occurrence with an insurance company having at least an "A" rating in the most recent edition of Bests Insurance Company Guide. *The "City of Alameda, its City Council, Boards and Commissions, Officers, Employees and Volunteers" shall be listed as additional named insured on the applicant's policy. The applicant shall submit the additional insured endorsement and certificate of liability insurance prior to permit approval.*

7. This approval is for the race, only. *Temporary encroachment permits must be obtained for all portable toilets (which must remain locked when not in use) and any storage containers used for this event.*

8. "No Parking" signs, if needed, must be posted at least forty-eight (48) hours prior to each scheduled event.

9. Applicant must notify all tenants, businesses, and offices in the immediate area of races of possible traffic delays between the hours of the race.

10. Parking will be enforced (no double-parking, blocking driveways, etc.). Participants must park in designated areas.

11. All fire hydrants will be kept accessible for emergency use and shall not be locked, covered or obscured in any fashion.

12. A five-foot (5') wide isolation/buffer zone between the race course and a twenty-foot (20') wide traffic lane. *Applicant must create the isolation/buffer zone as wide as possible. The width requirement may be adjusted if there are conflicts in the emergency response route.*

13. Applicant understands that access of emergency vehicles will be unrestricted, even if this involves the immediate termination of the race.

14. Applicant must include, in the pre-race briefing, a description of the fire response route and prepare racers

for the possibility of a fire engine with lights and sirens adjacent to the race course.

15. Applicant must provide all necessary traffic control materials, including orange cones, traffic barriers, and suitable signage.

16. Due to the fact that the Alameda Police Department will provide NO traffic control, applicant must provide Course Marshals to monitor the safety of participants and other users of the City streets.

17. Course Marshals must be stationed in conspicuous locations throughout the route and/or post signs or traffic cones along entire length of race course to direct participants throughout the race course.

18. Course Marshals shall control access of motor vehicles, including public transit buses/shuttles to the race course pursuant to Caltrans traffic control standards and restrict access to relevant intersections during the time of the race. *Vehicles might be briefly delayed or detoured around the race course. The Course Marshals responsible for monitory the blocked intersections should be prepared to direct motorists to the most efficient route around the blocked intersection. The Alameda Police Department will provide no traffic control.*

19. Applicant will not detour any public transit services from their fixed routes, which may pass through the race course, or delay public transit services for a significant length of time so as to force the transit services behind schedule.

20. Barricades are required at each intersection and must be monitored continuously.

21. Barricades must be moveable by one or two persons.

22. Applicant must comply with Noise Ordinance regulations, per Alameda Municipal Code, Chapter IV, Article II.

23. Temporary wiring shall comply with Article 305 of the 1996 National Electric Code.

24. Applicant is responsible for the clean-up of all litter associated with this event and should make certain that a sufficient number of garbage receptacles are available.

Please note: Full compliance with the above Special Conditions is *required* for further permit application approval.

I have read and understand the above listed special conditions for competitive competition events in the City of Alameda.

_____ _____
Signature Date

_____
Print name

REQUIRED ATTACHMENTS FOR THIS APPLICATION

FORM ID	FORM NAME	NO PAGES
SE1	Indemnity and Hold Harmless Agreement	1
SE2	Bike Parking Requirements	1
SE3	"No Parking" Certificate of Posting	1
SE4	Required Signatures Page	1
SE5	Temporary Encroachment	4
SE6	Request for Refund of Deposit	1
SE7	Accident Waiver and Release of Liability	2
SE8	Insurance Requirements	4

INDEMNITY AND HOLD HARMLESS AGREEMENT (SE1)

Planning Building & Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • TDD: 510.522.7538
Permit Center Information

_____

whose address is _____

(hereinafter "Indemnitor") in consideration of _____

agrees to the following terms and conditions:

Indemnitor shall defend, indemnify, and hold harmless the City of Alameda, its City Council, Boards and Commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorney's fees, regardless of the merit of outcome of any such claim or suit arising from or in any manner connected to the event, services, or work conducted or performed pursuant to this Agreement and Permit.

Indemnitor shall defend, indemnify and hold harmless the City of Alameda, its City Council, Boards and Commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorney's fees, accruing or resulting to any and all persons, firms, or corporations, furnishing or supplying work, services, materials, equipment, or supplies arising from or in any manner connected to the services or work conducted or performed pursuant to this Agreement and Permit.

By the signature below, Indemnitor agrees that it has read this Indemnity and Hold Harmless Agreement and accepts and agrees to each and every term and condition herein.

The signatory below warrants that he/she is authorized by the Indemnitor to execute on its behalf this Indemnity and Hold Harmless Agreement.

INDEMNITOR:

Date: _____

By: _____

Print Name: _____

Title: _____

BICYCLE PARKING REQUIREMENTS (SE2)

Planning Building & Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • TDD: 510.522.7538
Permit Center Information

REQUIREMENTS, EVENTS WITH MORE THAN 1000 PARTICIPANTS

1. Organizers should reserve space for bike parking commensurate with at least 5% of the total expected crowd. Expect a greater need for bicycle parking (10%) at any every located on Recreation and Park property.

2. In parking bicycles, an average length of 6 feet and width of 2 feet should be reserved for a single bike.

3. Bicycle parking should be within sight of a regular entrance to the event (maximum of a one-block radius). This can include car garages, schoolyards, parking lots, or on-street parking.

4. Valet parkers must handle the parking and return of bicycles. Bicycles should be returned upon receiving a claim check to ensure the same bicycles are returned that were left. Valet parkers should record the number of bicycles parked at the event and provide that number to the event sponsor in order to estimate the amount of space needed for the following year's event.

5. Bicycle parking should be monitored at all times by someone approved by the event sponsor.

6. Hours of operation of the secured attended bicycle parking must be at least the same hours as the event.

7. The sponsor shall be financially responsible for the secured attended bicycle parking in the event that bicycles are damaged or stolen.

8. Bicycle parking information must be provided whenever any kind of transportation or directional information is advertised for the event, in the same format and with equal amount of space. All events must indicate the location of the secured attended parking facilities and all event personnel must be aware of the location.

Should any unique circumstances arise in relation to the bicycle parking for a particular event, the applicant should contact the Transportation Planning at transportation@alamedaca.gov.

"NO PARKING" SIGNS
INSTRUCTIONS

Public Works
950 W. Mall Square, Suite 110
Alameda, CA 94501
510.747.7900 • TDD: 510.522.7538 • alamedaca.gov
Email: PWpermits@alamedaca.gov

If you need a temporary "No Parking" zone, the City of Alameda provides temporary tow-away signs for use during special events and for moving vans. Temporary no parking signs are required to inform the public that vehicles parked in the posted no parking spaces, reserved by the sign's dates and times, will be towed to clear the space required for the event. These signs shall be used to reserve the necessary parking space for a special event such as commercial or residential moves, community festivals, neighborhood events, and other similar needs. Temporary no parking signs are not intended to be used for parking of a personal vehicle. The application and issuance of no parking signs is administered in the Permit Center and enforced by the Alameda Police Department. **Please email the completed form to PWpermits@alamedaca.gov**. Because there is a legal requirement to post the signs 24 hours prior to enforcement, please apply for the signs no later than two (2) business days prior to your event. **Note: City of Alameda business days are Monday through Thursday.**

Instructions for "No Parking" Signs

Where:

1. Metered spaces: Post sign on each meter
2. Non-metered spaces: Post one sign per each space (18-20 feet)
3. Red zones, green zones, and disabled (handicapped) parking zones may not be used for temporary "No Parking" signs.

How:

4. Use only twine, masking tape, or cinch ties to attach signs to meters, poles or trees.
5. Do NOT use duct tape, nails, or staples to attach signs.

When:

6. No parking signs must be posted at least twenty-four (24) hours in advance* otherwise the Alameda Police Department cannot enforce the "No Parking" restriction. As a courtesy to your neighbors, we recommend that you post sign seventy-two (72) to forty-eight (48) hours in advance. Once you post the sign(s) please notify the Alameda Police Department, they will need to come out to sign off on the encroachment permit, so they can begin enforcement. ALAMEDA POLICE DEPARTMENT: 510-337-8340.
7. No Parking hours/dates may not be extended past approved times.
8. All signs must be removed within eight (8) hours of posted ending time of restricted parking.

**Alameda Municipal Code Section 8-7.9—Temporary Parking Prohibitions*

a. Whenever the use of a street or portion thereof is authorized for the movement of structures or vehicles of unusual size, parades, or construction and repairs to street, it shall be unlawful to park on that portion of the street where signs giving notice that parking is prohibited and subject to tow have been posted for at least twenty-four (24) hours prior to towing.

"NO PARKING" SIGNS
CERTIFICATE OF POSTING

Public Works
950 W. Mall Square, Suite 110
Alameda, CA 94501
510.747.7900 • F: 510.769.6030 • TDD: 510.522.7538
Email: PWpermits@alamedaca.gov

APPLICATIONS ARE DUE 48 HOURS (2-BUSINESS DAYS) IN ADVANCE *EN#:* _____

Reason or purpose of posting (construction, moving, filming, etc.):

_____

"No Parking" Permit

Number of spaces requested:_____@ $16.00 per space per day
(One parking space is 18 to 20 feet in Length)

Address/Location:_____

Dates, from:_____to: _____

Hours, from:_____to: _____

Signs will be posted on: date:_____time: _____

IMPORTANT NOTE: No Parking signs must be posted and Alameda Police must be notified and sign off on the encroachment permit at least 24 hours in advance. Otherwise, the no parking sign(s) cannot be enforced.

Applicant Information

Name:_____

Address:_____

City:_____State:_____Zip: _____

E-mail:_____Phone: _____

I hereby certify that "No Parking" sign permit will be posted no later than 24 hours in advance of the requested time as stated above. I understand that the No Parking sign(s) cannot be enforced by the Alameda Police Department if the signs are posted less than 24 hours in advance:

_____ _____
Signature Date

_____
Print name

FOR OFFICE USE ONLY

Quantity	×	Cost per space	×	No. of days	=	Total fee
	×	$16.00	×		=	

Revised 7/13/2022
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REQUIRED SIGNATURE(S) PAGE (SE4)

Planning Building & Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • TDD: 510.522.7538
Permit Center Information

The Required Signature(s) Page must be submitted with each application.

Police Department
(All applications)

Contact: Sergeant Brian Foster
E-mail: bfoster@alamedaca.gov
1555 Oak Street
Alameda, CA 94501
(510) 337-8339 (Please call first)

I have reviewed the attached application.

Signature _____ Date _____

Alameda Point
(Only Alameda Point property)

Contact: RiverRock Real Estate Group
950 West Mall Square
Alameda, CA 94501
(510) 749-0304 (Please call first)

Applicant has/will receive a license to film/photo-shoot at Alameda Point. This approval does not grant actual authority to film/photo-shoot until all approvals are granted by the City of Alameda Permit Center.

Signature _____ Date _____

City Owned Parks
(Only City Parks)

Contact: Amy Wooldridge (Monday-Thursday only)
Recreation and Parks Director
2226 Santa Clara Avenue
Alameda, CA 94501
(510) 747-7529 (Please call first)

Applicant has/will receive permission to film/photo-shoot in a City park. This approval does not grant actual authority to film/photo-shoot until all approvals are granted by the City of Alameda Permit Center.

Signature _____ Date _____

TEMPORARY ENCROACHMENT (SE5)

Planning Building & Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • TDD: 510.522.7538
Permit Center Information

City Of Alameda No. _____

Date _____

Fees Paid _____

Encroachment Permit No. _____

1. _____ _____ _____ _____
Name of Organization | Address | City | Zip

_____ _____
Person in charge of event | Phone number (day)

2. _____ _____
Name/Title of Chief Officer | Phone number (day)

3. List any other organizations which will participate in the proposed activity:

_____

_____
(Attach separate sheet if needed)

4. Proposed date(s) and time(s) of activity:

Date: _____ Time: _____
Day Month From To

Date: _____ Time: _____
Day Month From To

5. What is the purpose of the proposed activity? _____

_____

_____

6. Please describe the activity: _____

_____

_____

_____

7. Location of activity

Assembly point _____

Dispersal point _____

Please trace the exact route on an attached map or provide a drawing.

8. Estimate the number of participants: _____

9. Estimate the number of observers: _____

10. Will loudspeakers or sound devices be used? ☐ Yes ☐ No

If yes, how many? _____

Note: Applicant may be required to obtain an additional permit for sound devices.

11. To what extent will the streets and/or sidewalks on the proposed route be occupied? Please explain:

_____

_____

_____

12. Number and kinds of vehicles to be used: _____

_____

13. Number and kinds of animals: _____

_____

14. Will your proposed activity require that street(s) be barricaded? ☐ Yes ☐ No

If yes, name of street(s) and/or intersections and indicate on attached map: _____

_____

GENERAL PERMIT CONDITIONS

Please review the following list of General Permit Conditions and put a check mark beside those which apply to your activity.

____**1.** Applicant(s) agree to abide by all applicable provisions of the City of Alameda's Municipal Code.

____**2.** Applicant(s) understand and agree the proposed activity shall occur on the day and time as specified on the application.

____**3.** Applicant(s) understand and agree the number of participants in the proposed activity shall be restricted to that stated on the application.

____**4.** Applicant(s) understand and agree the proposed activity shall be restricted to the route(s), location(s), and dispersal point(s) as submitted with the application.

____**5.** Applicant(s) understand and agree the proposed activity shall be restricted to non-residential areas.

____**6.** Applicant(s) understand and agree the proposed activity will be restricted to only one-half of the street. Said portion of street must be clearly designated.

____**7.** Applicant(s) understand and agree to comply with restrictions applied to said activity by the State Department of Transportation.

____**8.** Applicant(s) understand and agree that use of said property will be restricted to those purpose(s) stated on the application.

____**9.** Applicant(s) understand and agree that the property to be used will be restricted to the area(s) as indicated on the application map or attached drawing.

____**10.** Applicant(s) understand and agree that the property shall be kept in a clean and orderly manner, free from debris.

____**11.** Applicant(s) understand and agree the movement of emergency vehicles shall have priority <u>at all times</u>.

____**12.** Applicant(s) agrees to obey all traffic laws applied to the proposed activity as determined by the City of Alameda.

____**13.** Applicant(s) understand and agree to provide security and traffic control as needed.

____**14.** Applicant(s) understand and agree that additional traffic control and security will be provided for said activity ***by utilizing City of Alameda Police Officers on an overtime basis at the applicant's expense. The number of Police Officers to be determined by the reviewing Police watch Commander.***

____**15.** Applicant(s) understand and agree that equipment and lighting used for the proposed activity will not obstruct vehicular traffic.

____**16.** Applicant(s) understand and agree that a sound device will be operated only on the main arterials in Alameda and will not go into residential districts.

____**17.** Applicant(s) understand and agree to comply with all **Special Conditions** as may be required by City departments after review of application for proposed activity.

I declare that I am authorized to submit this application and that to the best of my knowledge and belief, all of the information given herein is true, accurate, and complete. Applicant(s), further acknowledges the General Permit Conditions as they apply to the proposed activity and agrees to fully comply with them.

_____
Authorized Representative

_____
Date

Application for Temporary Encroachment of Public Right-of-Way is hereby approved.

Building Official

_____
Greg McFann

_____
Date

REQUEST FOR REFUND OF DEPOSIT

SPECIAL EVENT PERMIT (SE6)

Planning Building & Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • TDD: 510.522.7538
Permit Center Information

Please submit the **original** "Request for Refund" form to Permit Center for processing. *Faxed copies will not be accepted* and will not initiate or expedite the refund process.

Permit No. _____

Title of Project _____

Contact Person _____

Phone Number _____

This will verify that all associated activities for the above-referenced permit and project have been completed as of

date: _____

All "No Parking" signs for this project have been removed *(if applicable)* _____
Initial

Please refund any unused deposit. Thank You.

_____ _____
Signature Date

_____
Print Name

Mailing Address for Refund:

_____

_____

_____

_____

Return **original** form to:

City of Alameda Permit Center
2263 Santa Clara Avenue, Room 190
Alameda, CA 94501

ACCIDENT WAIVER
AND RELEASE OF LIABILITY (SE7)

Planning Building & Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • TDD: 510.522.7538
Permit Center Information

PARTICIPANT INFORMATION

Please print clearly

Please accept my entry in: _____

Race/Category: _____

Participant name: _____

Address: _____

City/State/ZIP: _____

Phone: _____ **Age:** _____ **Sex:** _____

In case of emergency, notify: _____

Relationship: _____ **Phone:** _____

READ AND SIGN BELOW

I acknowledge that this athletic event is an extreme test of a person's physical and mental limits and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of athletes, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to athletics, but are also present for volunteers. **I agree** that prior to participating in an event, I will inspect the race course facilities, equipment and areas to be used and if I believe they are unsafe, I will immediately advise the person supervising the event activity, facility, or area. I hereby assume all of the risks of participating and/or volunteering in this event. I realize that liability may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owner, maintained or controlled by them or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently trained for participation in the event and have not been advised otherwise by a qualified medical person.

I acknowledge that this Accident Waiver and Release Liability (AWRL) form will be used by the event holders, sponsors, and organizers in events in which I may participate and that it will govern my actions and responsibilities at said events.

In consideration of my application and permitting me to participate in this event, I, for myself, my executors, administrators, heirs, next-of-kin, successors, and assigns, forever waive and release and give up any and all claims, demands, liability, damages, costs, and expenses of any kind whatsoever, including personal injuries to me, or wrongful death, against the following entities or persons: _____ (Sponsoring Organization), City of Alameda, its City Council, Boards and Commissions, Officers, Employees and Volunteers, City Hall, Alameda CA 94501, the event holders, event sponsors, event directors, event volunteers, and event officials which may arise from my participation in the event or while traveling to or from the event, even if caused in whole or in part by the negligence or fault of the parties or persons I am hereby releasing, by the dangerous or defective

condition of any property or equipment owned, maintained or controlled by them and/or because of their liability without fault. *I fully understand I am forever giving up in advance any right to sue or make any claim against the parties I am releasing if I suffer such injuries and damages, even though I do not know what or how extensive those injuries and damages might be, and am voluntarily assuming the risk of such injuries and damages.*

I will assume my own medical and emergency expenses and hereby consent to receive medical treatment, which may be deemed advisable in the event of injury, accident, and/or illness during this event.

This AWRL shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I hereby certify that I have read this document and I understand its content.

_____ _____

Signature of participant Date

Parent or guardian waiver for minors (Under 18 years of age): The undersigned parent and natural guardian or legal guardian does hereby represent that he/she is, in fact, acting in such capacity and agrees to save and hold harmless and indemnity each and all of the parties to above from all liability, loss, cost, claim, or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian

_____ _____

Signature of parent or legal guardian Date

_____

Printed name of parent or legal guardian

INSURANCE REQUIREMENTS (SE8)

Planning Building & Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • TDD: 510.522.7538
Permit Center Information

SPECIAL EVENT INSURANCE PURCHASE AND REQUIREMENTS

There are two options for obtaining Special Event insurance.

Option 1: Online Purchase

Go to the CJPRMA website below and scroll to the Special Event Insurance link on the bottom left hand corner of the website page and follow the instructions to obtain a printed Certificate of Insurance and Additional Insured Endorsement. Please have your credit card ready.

Go to www.cjprma.org and in the bottom left column, click on the Special Event Insurance Secure Online Application button.

Please note: Block parties are classified as "parties". If you know in advance that your block party will involve "BYOB" (beer, wine, or liquor), please call Brigitt Whitescarver directly for quote, at: **(503) 977-5648.**

Inflatable devices/"bounce houses": Please see additional instructions. If you have any problems accessing the website or no response, please call Sara Mullikin at (503) 977-5656 with Gales Creek Insurance Services, or email her at sara@galescreek.com.

Option 2: Provide Proof of Certificate of Insurance and Additional Insured Endorsement

For all designated coverages, the City of Alameda requires a certificate of insurance signed by the party authorized by the insurance company to bind the company to the coverage shown, as well as an additional insured endorsement to the policy.

Sample Information:

1) **Certificate of Insurance** *(sample attached)*
   Designated Insurance Requirements:
   - General Liability: $2,000,000
   - Company Rating: A.M. Best "A" or better

   Provide the City of Alameda thirty (30) days advance written notice of cancellation, non-renewal or reduction in limits or coverage including the name of the contract or event.

   Signed by the party authorized by the insurance company to bind the company to the coverage shown. Other insurance coverages may be required based on the type of contract and scope of services.

2) **Endorsement to the Policy** *(sample attached)*
   The endorsement **must** name the "City of Alameda, its council, Officers, Employees, Volunteers, Boards and Commissions" as additional insureds, include the policy number and type of policy coverage. The endorsement must be a separate document. **A statement included on the certificate, that the City is an additional insured, is not sufficient.**

3) Forward the certificate of Insurance and the Endorsement to the Policy to the Department Representative with whom you are conducting business.

Please ask your insurance broker or agent to provide both documents to the City **ten (10) days prior to the event** taking place since several departments must sign off on the entire request package before your participation in the event.

INFLATABLE DEVICE INSURANCE COVERAGE REQUIREMENTS

When purchasing insurance for a block party that includes an inflatable device, such as a bounce house, please note the following requirements:

1) The Inflatable Device Vendor **must** add you, the Event Holder/Applicant, as an Additional Insured(s) to their (Vendor) insurance policy
2) You, the Event Holder/Applicant, **must** provide proof of #1 to the City of Alameda, prior to approval of the final permit
3) If you, the Event Holder, owns the inflatable device, then no additional charges apply

Follow the directions on Page 1 to obtain insurance for your Special Event.

SELLING ALCOHOL

If you are 'selling' alcohol at your event, you must purchase a different type of alcohol liability insurance. Brigitt Whitescarver at Gales Creek can help you with this, if you call her at (503) 977-5648.

It is important to know additional factors can be added to your liability, (i.e., inflatable jumpers, climbing walls, etc.) and you will have the options once you create an account and quote.

You are welcome to shop around for insurance and are in no way required to use Gales Creek. However, you are required to have the Liability and Alcohol Sales Permit (liability) in place before your event.

Please visit eventinsurancenow.com and look for the "Login Now" button, on the top right of the page. Register as a person to access the site. Then log in with your new credentials, and create a new quote. After you create this account, you input the details of the event.

The individual or entity hosting the event and/or leasing the facility is the *named insured*. (Not the facility/event location)

- The system will confirm pricing and event details
- Once the quote is offered, it is saved
- You can buy instantly, or come back later and buy

If you choose to bind coverage, it is very important that you input the *insured* and the *additional insured* info correctly. These are separate entities and must be entered in separate areas of the application. Again, **only** the individual or entity leasing the location for the event is *the insured*.

The *additional insured* is sometimes merely the name of the facility, but is usually the specific name/address of the facility owner that is requiring the insurance.

It is also important when completing the Credit Card Authorization screen, that the info here **matches** the billing name and address for the credit card you are using.

Once the Credit Card Authorization is complete, the system will prompt you to print your certificates of insurance and your receipt.

For more information, please contact:

Sara Mullikin, CISR | CSA
Gales Creek Insurance Services
5727 SW MacAdam Ave | PO BOX 69508
Portland, OR 97239
Sara@galescreek.com | P (503) 977-5656, F (503) 977-5856, or toll free (800) 755-1575

CITY OF Alameda

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

FAX

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

INSURED

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY				EACH OCCURRENCE	$ 1,000,000
		X COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurence)	$ 100,000
		CLAIMS MADE / OCCUR				MED EXP (Any one person)	$
						PERSONAL & ADV INJURY	$ 1,000,000
						GENERAL AGGREGATE	$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$ 1,000,000
		POLICY / PRO-JECT / LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		ANY AUTO					
		ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		SCHEDULED AUTOS					
		HIRED AUTOS				BODILY INJURY (Per accident)	$
		NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		OCCUR / CLAIMS MADE				AGGREGATE	$
							$
		DEDUCTIBLE					$
		RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS / OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

SAMPLE

CERTIFICATE HOLDER

2263 SANTA CLARA AVENUE, ALAMEDA, CA 94501

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25

©ACORD CORPORATION

POLICY NUMBER: CLA1018387

COMMERCIAL GENERAL LIABILITY
CG 20 11 01 96

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

1. Designation of Premises (Part Leased to You): Albert H. DeWitt OClub

2. Name of Person or Organization (Additional Insured): US DEPARTMENT OF THE NAVY, ALAMEDA REUSE/REDEVELOPMENT AUTHORITY, ALAMEDA MUNICIPAL POWER, CITY OF ALAMEDA , and its members, officers, directors, agents, volunteers, employees and officials.

3. Additional Premium: NONE

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section **II**) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:
This insurance does not apply to:
1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.

SAMPLE