

Alcohol Liability Insurance Instructions

Start by going to the webpage at www.cjprma.org

This takes you to the webpage of California Joint Powers Risk Management Authority, scroll down to the **“Member Portals section”** and **click the button** that says **“Special Event Insurance”**

Next page says Gales Creek Insurance Programs.

Click on the **box in the middle** that says “Apply Online Now / Secure Online Application”

Now you will see “New Users / Create New Account” / Make an account with password

Next “Create New Quote”

Step 1:

Person or Entity Having or Hosting the event = your name

Start date of Event = Date of your event

Start time of Event = Start time of your event

End Time of Event = End time of your event

Category = “Banquet”

Details = Example: “Wedding Reception”

Municipality = Examples: “Alameda Albert H. Dewitt O Club only” or “Alameda”(for rec centers or bocce ball

Facility = Examples: “Albert H. DeWitt O Club” or “Harrison Center”

Facility Contact Name = Katherine Sirota & Rina Winst (leave this)

Name of Event = Name of your event. Example: “John and Jane’s Wedding”

Street Address = Examples: 641 West Redline Ave. Alameda, CA (for O Club),
1450 High Street, Alameda, CA (for Harrison Center or bocce ball), 3225 Mecartney Rd.,
Alameda CA (for Leydecker Center)

Zip Code = “94501”

Facility Phone Number = “510-747-7529”

Step 2:

How many guests do you expect = Amount of guests

How many Days of Event = “1”

Step 3

What type of seating will you have? = “Moveable Seating”

Is your event Indoor or Outdoor = “Indoor”

Will you have camping at your event? = “No”

Will you be selling alcohol at your event = “No”

If you are satisfied with the answers you gave, check the box and click next to get your quote and pay. The Gales Creek Insurance Company will automatically send a copy to the Alameda Recreation and Park rental office, so you will not need to send a copy.