

## Procedure for Special Event Insurance - 2005

- **Option 1 :** When the Event Holder requests to rent the City facility, one of the requirements is insurance. To meet this requirement give the Event Holder the option of adding the event to their Homeowners / Business insurance adding the City of Seattle as Additional Insured either by Certificate or Endorsement for a \$1,000,000 liability limit.
- **Option 2 :** If, for some reason, their Homeowners / Business insurance will not cover the special event, the second option is to go through Diversified to get coverage for the event per the instructions outlined below:
  - ◆ Determine the type of event and estimated number of attendees from the Event Holder.
  - ◆ Download and print the appropriate Application Form from the carrier website – [www.eventinsure.com](http://www.eventinsure.com) *Sheel's out thing to mail*
  - ◆ Have the Event Holder complete the application, answering all the questions. Make sure to complete question # **17c** on form 2005-WQ or question # **18b** on form 2004-W in order to specify the City of Seattle be added as Additional Insured on the insurance certificate.
  - ◆ At the bottom of Page 1 of the Application form, under “Other Instructions” have the Event Holder **specify how they would like to receive their quote – phone, fax, email or postal mail.**
  - ◆ Have the Event Holder mail, email or fax in the completed Application to Diversified at:

Diversified Risk Insurance Brokers  
5900 Christie Avenue  
Emeryville, CA 94608  
Fax # 510-547-5648  
Email: [Specialevent@DRIB.com](mailto:Specialevent@DRIB.com)
  - ◆ In order to bind coverage Event Holder must mail in a copy of the quote and a cashiers check or money order for the premium amount to Diversified at least 48 hours prior to the event date. **Diversified will NOT bind coverage until the premium is received on hand.**
  - ◆ Diversified will issue and mail a certificate as proof of insurance for the event.

**We recommend that the City of Seattle set a deadline for the Event Holders to obtain insurance coverage for their events, and requires all of their Event Holders to produce a copy of the Insurance Certificate to the City facility at least 2 weeks prior to the event date.**

**We further recommend the City outline the above procedures on their website for any potential Event Holders.**