

Private Event Insurance Instructions

The City of Ceres Recreation Department requires a \$1,000,000 Insurance Policy for all events that fall into the following categories:

- Are hosted by a Business or Non-Profit
- Will be selling or serving alcohol
- Are hosted in the Large Assembly, Kitchen, or the Ceres American Legion Hall Memorial Building

OPTION A: Provide Your Own Insurance

- **Businesses and Non-Profits:** Businesses and Non-Profits may add the City of Ceres Recreation Department to their company/ agencies existing policy. If choosing this option, please send a copy of the policy with the applicable information to rentals@ci.ceres.ca.us or drop off at 2701 4th St, Ceres, CA 95307.
- **Private Event:** Individuals hosting a private event are welcome to get a policy through their Homeowner’s Insurance. If choosing this option, please send a copy of the policy with the applicable information to rentals@ci.ceres.ca.us or drop off at 2701 4th St, Ceres, CA 95307.

If adding onto an existing policy, please include the following information:

Primary Insured: **Must match the name on the Recreation Department’s reservation/ permit.**

Additional Insured: “The City of Ceres, Recreation Department, its officers, officials, employees, and agents.”

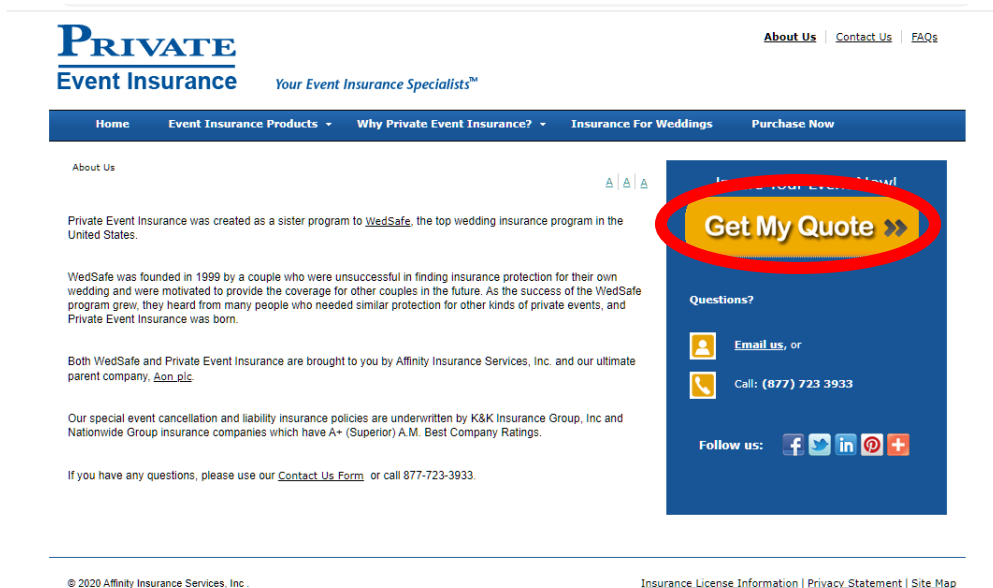
Address: 2220 Magnolia St, Ceres, CA 95307

Add: ‘Host Liquor Liability Coverage’, if serving or selling alcohol

OPTION B: Purchase Through an Approved Third-Party Provider

The City of Ceres Recreation Department also offers the option of purchasing a policy through an online third party. To do this, follow the link and instructions below.

1. Go to the link: <https://www.privateeventinsurance.com/Pages/AboutUS.aspx>
2. The link will lead you to the page below. Once here click the orange “Get My Quote” button.



3. Fill in the following sections:

- Location Information
 - What type of event are you hosting?
 - Ineligible operations (if applicable)
4. Click the yellow “Display Coverage Options” button.
 5. Select the \$1,000,000 coverage option (shown below). When finished, click yellow “Continue” button.

Rating information

Liability Insurance ?

LIABILITY LIMIT OPTIONS (per occurrence)- <small>Options are \$200,000 General Aggregate</small>		One Time Premium
<input checked="" type="radio"/>	\$1,000,000	\$175
+View higher limits		

Save up to 15% off rates when you purchase both Cancellation and Liability policies at the same time!

(Please note: The Liability Coverage is structured using a Risk Purchasing Group (RPG) that allows the program to offer what we feel are very competitive rates and coverage. An RPG fee of \$15.00 will be added to the premiums above.)

Cancellation Insurance ?

Level	Cancellation / Postponement Limit <small>select your coverage level based on total wedding/event budget</small>	+View sublimits	One Time Premium
<input type="radio"/>	1 \$7,500		\$130
<input type="radio"/>	2 \$15,000		\$180
<input type="radio"/>	3 \$25,000		\$235
<input type="radio"/>	4 \$35,000		\$275
+View higher limits			

No thank you. Cancellation / Postponement insurance is not desired

Save up to 15% off rates when you purchase both Cancellation and Liability policies at the same time!

Total Premium: \$175

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Cancellation Insurance is NOT required by The City of Ceres. This is an optional add-on

6. Fill in the following sections:
 - Event Information
 - Venue Details
 - In drop down select “City of Ceres Recreation Department”.
 - For question “Email certificate to the venue?” select “YES”.
 - When finished, click the yellow “Continue” button.
7. Fill in Personal Information section. When finished, click the yellow “Continue” button.
 - a. The name of the insured person MUST match the name on the Recreation Department’s reservation/permit.
8. Fill in Warranty and Disclosure Statement section. When finished, click the yellow “Continue” button.
9. Review all information on the Application Summary Information page. If all information is correct, click the yellow “Continue to Payment” button.
10. Finally, make the required payment. All payments are done with a Credit Card through Paypal.

For any questions or assistance, contact the Recreation Department at 209-538-5628 or rentals@ci.ceres.ca.us, or come by the Community Center at 2701 4th St, Ceres, CA. 95307.