



**EVENT PERMIT**  
**Insurance Requirements\***  
**Checklist and Applicant Signature Needed**

☐ Commercial General Liability      \$4,000,000 per occurrence (more than 500 persons per day\*)  
\$1,000,000 per occurrence (up to 500+ persons per day)  
\$2M or 4M Aggregate (depending on event & projected attendance)

☐ Business Automobile Liability      \$1,000,000 per occurrence, including owned, non-owned  
and hired vehicles

(Or ☐ Waived if no vehicles will be used during the event, and organization/applicant neither owns nor leases  
vehicle(s), and has no commercial auto liability insurance)

☐ Workers' Compensation (Statutory)      Statutory limits including \$500,000 Employer Liability, and Waiver of  
Subrogation Rights Endorsement

(Or ☐ No employees or exempt from Workers' Compensation regulations, must complete/sign a Request for Waiver)

☐ Additional Insured Endorsement      The City of Vallejo must be named an additional insured **on the**  
(General Liability & Auto Liability only)      **standard industry form (known as an ACORD 25 form)** and  
on an endorsement form using the following language:

"The City of Vallejo, its officers, agents, employees  
and volunteers are included as additional insured."

Endorsement must state that coverage is primary insurance.  
Insurance must cover on an occurrence basis, not on a claims-made  
basis. A blanket Additional Insured Endorsement is also acceptable.

☐ Will alcohol be served?:      Full liquor liability

(or ☐ No alcohol will be served at this event, so no Full Liquor Liability is needed)

☐ Insurers Affording Coverage      Include Insurer's NAIC numbers on ACORD form

☐ Applicant has signed indemnity agreement.

\* The City requires additional insurance for certain types of events. Please inquire with the Central Permit Center



Risk Management Division · 555 Santa Clara Street · Vallejo · CA · 94590 · Risk.Management@cityofvallejo.net

## EVENT PERMIT INSURANCE AND INDEMNITY AGREEMENT

Permittee represents that the above representations contained in the City of Vallejo Event Permit checklist are true and correct, and Permittee shall indemnify, defend, and hold harmless City, its officers, employees and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages including liability for injuries to any person or persons or damage to property arising at any time during, or arising out of or in any way connected with, Permittee's authorized activities under this permit; or Permittee's use or occupancy of the City Grounds or Facilities and adjoining property unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees or agents.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
[Permittee]

\_\_\_\_\_