



## Event and Vendor Insurance

**Event Insurance Requirement** Within 30 days prior to the event, the Tenant must obtain special event liability insurance (also called "one-day event insurance" or "short-term event liability") to cover liabilities related to the rental. You may purchase your own policy, but it must meet these minimum requirements, or use our pre-filled policy <https://www.theeventhelper.com/#u7Kj1o> specifically set for the La Jolla Cove Bridge Club (with both required additional insureds already included, as well as liquor liability).

- **Limits:** Minimum \$1,000,000 per occurrence / \$2,000,000 aggregate.
- **Additional Insureds** (must be named on the policy and certificate):
  - La Jolla Cove Bridge Club, Inc. 1160 Coast Blvd, La Jolla, CA 92037
  - City of San Diego c/o Tenant Users, 1200 Third Avenue, Suite 1000, San Diego, CA 92101
- **Liquor Liability:** Required if alcohol is served without a licensed bartender (same \$1,000,000 per occurrence / \$2,000,000 aggregate limits).

**Vendor Insurance Requirements** The Tenant is responsible for ensuring that all vendors hired for the event (including but not limited to caterers, bartenders, photographers, DJs, florists, planners, AV/lighting providers, entertainment, equipment rental, decorators, performers, and any other service providers) carry appropriate insurance coverage.

At minimum, each vendor must maintain:

- Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate
- Liquor Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate (if the vendor serves or supplies alcohol)

The Tenant shall require each vendor to name the following as additional insureds on their policies:

- La Jolla Cove Bridge Club, Inc.
- City of San Diego (c/o Tenant Users, 1200 Third Ave, Suite 1000, San Diego, CA 92101)

The Tenant shall collect Certificates of Insurance (COIs) from all vendors and provide copies to the Club at least 30 days prior to the event date. The Club reserves the right to refuse entry or participation to any vendor who fails to provide satisfactory evidence of insurance.

**Tenant Acknowledgment of Insurance Requirements** I/We have read and fully understand the Event and Vendor Insurance Requirements outlined above, including the obligation to obtain special event liability insurance, name both the La Jolla Cove Bridge Club, Inc. and the City of San Diego as additional insureds, obtain liquor liability coverage if applicable, collect Certificates of Insurance from all vendors, and provide proof to the Club at least 30 days prior to the event.

Tenant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## List of Vendors

### La Jolla Cove Bridge Club – Vendor Information Form

Please list all vendors you plan to hire for your event. Return this completed form to [rentals@lajollacovebridgeclub.org](mailto:rentals@lajollacovebridgeclub.org) at least **30 days** before your event date, along with the required Certificates of Insurance (COIs) for each vendor.

Event Date: \_\_\_\_\_ Tenant Name(s): \_\_\_\_\_

### Vendor List

1. Vendor Type (e.g., Caterer, Bartender, Photographer, DJ, Florist, Wedding/event planner, etc.): \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

2. Vendor Type: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

3. Vendor Type: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

4. Vendor Type: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

5. Vendor Type: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

6. Vendor Type: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_