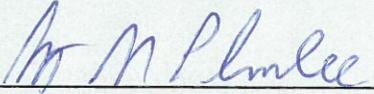


City of Los Alamitos

Administrative Regulation

Regulation:	1.13	
Title:	Special Event Insurance	
Authority:	City Manager	
Date:	November 9, 2016	
Revised:		Bret M. Plumlee, City Manager

- 1. Purpose:** This policy establishes insurance requirement guidelines for “special event” exhibitors and vendors.
- 2. Application:** This policy applies to events or organized activities held on public property (e.g. City streets, parks and facilities) and special events administered by the City (e.g., Race on the Base, Winter Wonderland, etc.) regardless of where those City events are located.
- 3. Regulation:** Generally, special event exhibitors and vendors shall be required to carry \$1 Million of General Liability (GL) insurance (per occurrence and in the aggregate) and workers’ compensation insurance if and as required by the laws of the State of California. In addition, if vehicles are needed or used as part of the event, \$1 Million of Automobile Liability insurance coverage is required along with the GL requirements. The policies shall also include endorsements naming the City as additional insured, waiving right of subrogation, and which policy shall be primary.

Special event exhibitors and vendors that pose a significant level of risk (e.g. vendors involved with pyrotechnics), as determined by the Risk Manager, may be required to maintain GL insurance in amounts higher than standard \$1 million level of coverage.

Special event exhibitors and vendors that do not pose a significant level of risk, as determined by the Risk Manager, are not required to maintain insurance. Examples of typical exhibitors and vendors that do not require insurance are as follows:

- Arts and crafts vendors
- Balloon artists
- Musicians
- Disc jockeys
- Magicians
- Informational (only) booths
- Marketing (only) booths
- Photographers