

Event Insurance Information

304 Lincoln Avenue, Mukilteo WA 98275

Phone: 425.263.8180

recreation@ci.mukilteo.wa.us

EVENTS THAT REQUIRE INSURANCE INCLUDE BUT ARE NOT LIMITED TO:

- ✓ *Events serving alcohol*
 - ✓ *Events anticipating 200 or more people*
 - ✓ *Events deemed to be high risk*
 - ✓ *Events open to the public*
-

GENERAL LIABILITY INSURANCE:

- The renter shall produce and maintain for the duration of the Facility Use Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with use of the Rosehill Community Center facilities.
 - Insurance must cover premises, products, completed operations and contractual liability. The City of Mukilteo shall be named as an “additional insured” with the endorsement on the renter’s General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.
 - The insurance policy shall contain, or be endorsed to contain, that the renter’s insurance coverage shall be primary insurance with respect to the City of Mukilteo. Any insurance, self-insurance, or insurance pool coverage maintained by the City of Mukilteo shall be in excess of the renter’s insurance and shall not contribute to it.
 - The renter shall furnish the City of Mukilteo with an original certificate and a copy of the amendatory endorsements, including the “additional insured” endorsement, evidencing the insurance requirements of the renter 30 days prior to the rental date.
-

LIABILITY INSURANCE FOR EVENTS SERVING ALCOHOL:

- Liability Insurance is required for **all** events at which alcohol is served or sold. The Liability Insurance Certificate must be received by the Rosehill Community Center at least 30 days prior to the rental. See the Rosehill Community Center Alcohol Information Sheet to determine if you also need a Banquet Permit or Special Occasion License.
 - Liability Insurance must include the following:
 - Alcohol liability clause
 - Limits of no less than \$1,000,000 per person/per incident and \$2,000,000 general aggregate
 - City of Mukilteo must be listed as “additionally insured”
 - Date, time, and location of the event
 - Endorsement that the renter’s insurance coverage shall be primary insurance as respects to the City of Mukilteo
-

OBTAINING INSURANCE:

- Your personal insurance agent or an insurance agency may be able to provide you with this insurance.
- You may also obtain insurance through the City of Mukilteo’s insurance broker, Washington Cities Insurance Authority (WCIA). The cost of this insurance will vary. The instructions below describe how to get a quote or purchase insurance through WCIA.

WASHINGTON CITIES INSURANCE AUTHORITY (WCIA) - TENANT RENTER LIABILITY INSURANCE PROGRAM (Access to this program is only available on-line and payment must be by VISA or MasterCard)

Instructions for obtaining a quote and/or insurance are as follows:

1. Access the site at www.ebi-ins.com/tulip
2. Renter enters facility ID code choosing from the attached list:

Rosehill Community Center	ID Code 0465-107
Rosehill Community Center + Wedding Circle: same day, same event	ID Code 0465-393
Rosehill Community Center + Mukilteo Light Station: same day, same event	ID Code 0465-394
Lighthouse Park Shelters	ID Code 0465-180
Mukilteo Light Station Grounds/Building	ID Code 0465-264
Wedding Circle	ID Code 0465-180
Renting both the Point Elliott Room & Outdoor space	ID Code 0465-410
Renting just the Outdoor space	ID Code 0465-409

3. The Renter answers questions about the event. NOTE: Do not click the Liquor Liability button unless you are selling alcohol.
4. The Renter then clicks on “Quick Quote” for the cost of the insurance.
 - a. If the Renter elects to purchase the insurance, fill in the Renter’s or the insured’s contact information.
5. The transaction is completed with credit card. Visa and MasterCard are accepted for payment.

In a matter of minutes (after credit card approval), an insurance certificate will be emailed to the Renter (contact information email address) and to the Rosehill Community Center (WCIA member) email address.