

Insurance Information

EVENTS THAT REQUIRE INSURANCE

- INCLUDE BUT ARE NOT LIMITED TO
 - Events serving alcohol
 - Events anticipating 217 or more people
 - Events deemed to be high risk
 - Events open to the public

LIABILITY INSURANCE FOR EVENTS

- Liability Insurance must include the following, if you purchase through your own insurance company
 - Alcohol liability clause
 - Limits of no less than \$2,000,000 general aggregate and \$1,000,000 per person/per incident
 - 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 and provide the endorsement
 - Insurance must be in the renter/contract holders name

OBTAINING INSURANCE

- Your personal insurance agent or an insurance agency may be able to provide you with the insurance that is needed.
- 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 and purchase insurance through WCIA.

WASHINGTON CITIES INSURANCE AUTHORITY (WCIA)

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

Access the site at <https://gatherguard.com/>

- **Rosehill Community Center:**
 - Select **Get a Quote** button
 - Select your event type
 - Answer questions then select **Continue** button
 - Select **Search for a venue** then enter **Rosehill** then select **Rosehill Community Center** or Select **Use a venue code** and enter **0465-558**
 - Select **Next** button
 - Enter requested information
 - Note: **Enter zero** for the number of bands, DJs...
 - Select **Next** button
 - Check out
- If the Renter elects to purchase the insurance it must be in the renter/contract holders name, we will ask for the name to be changed if it isn’t in the renter’s name

The transaction is completed with credit card on-line. Visa, MasterCard, American Express & Discover 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.