



# CITY OF TRACY INSURANCE REQUIREMENTS

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*INSURANCE: A Certificate of Insurance must be provided meeting the outlined Insurance Requirements. Renters must provide their own certificate of Insurance.*

## **REQUIREMENTS**

The City of Tracy requires that certain uses of the facility will dictate the need for liability insurance against claims resulting from injuries to persons or damages to property, which may arise from or in connection with the renter's use of the facility. A certificate of insurance is required and must be submitted thirty (30) calendar days prior to the event.

### **The following items are required on the insurance certificate:**

- Insured's name is the same as listed on facility rental application
- Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate  
(*The City reserves the right to increase this requirement for any event*)
- Name **The City of Tracy** as "**Additional Insured**"\* and provide endorsement page
- Specify the date, time and location of the event
- Minimum of 10 days cancellation notice
- \*\*\*If *serving or selling alcohol*, a host liquor liability endorsement to the user's general liability is required.
- \*\*\* If *selling items of any kind*, a product liability endorsement to the user's general liability is required.
  
- Certificate holder:

City of Tracy / Community Facilities  
333 Civic Center Plaza  
Tracy, CA 95376

PLEASE MAIL, E-MAIL OR FAX THE CERTIFICATE OF LIABILITY TO:

City of Tracy / Community Facilities  
333 Civic Center Plaza  
Tracy, CA 95376

E-mail: [facilityreservations@cityoftracy.org](mailto:facilityreservations@cityoftracy.org)

Fax: (209) 831-6218