

# City of Alameda Required Certificate of Liability Insurance Information

## Caterers and Vendors

The City requires proof of Certificate of Liability Insurance listing the City of Alameda as additionally insured.

- Must have General Liability of at least \$1,000,000.00
- Endorsement to the Policy:

Under “Certificate Holder” must read:

**“City of Alameda, and its members, officers, directors, agents, volunteers, employees and officials.**

**2263 Santa Clara Avenue, Alameda, CA 94501”**

Under Description of Operations:

**Name of person holding the event, event date and address of event.**

## Alcohol

- If you are planning to **serve** alcohol at your event, you must obtain a certificate of general liability insurance by following this link: <http://www.galescreek.com/app/index.cfm?jointpowers=1>. The City of Alameda does not collect this fee and has no knowledge or authority when these fees change. This must be completed at least 14 business days before your event.
- If you are planning to **sell** alcohol at your event, you must obtain a permit authorizing you to **sell** alcohol, by contacting the California Department of Alcoholic Beverage Control. <https://www.abc.ca.gov/Forms/PDFSp.html>
- If you are planning to **serve and sell** alcohol at your event, you must obtain both of the above.

**All insurances must be provided by 14 business days prior to your event to the Recreation Department.**