

Re: City of San Angelo Special Event Insurance Requirements

Any individual, company or group interested in renting City property for an event, such as a birthday, wedding, reception, awards banquet, reunion or other activity, will need to purchase **general liability insurance with or without alcohol** for the event.

This insurance is purchased through the City's Risk Management Division in City Hall on the 2nd floor, located at 72 West College. The dollar amount is calculated by the number of days the property is needed, the number of people estimated to attend, and if alcohol will be served at the event.

We request that the insurance be purchased **two weeks in advance** of the event. Cash or checks are accepted with a check being made payable to the City of San Angelo.

A Certificate of Liability will be given to the contact person for their records and a copy is faxed from Risk Management to the location of the event. Risk Management also maintains a copy of the certificate.

Please contact the Risk Management Department at (325)-657-4359 with any questions regarding the liability insurance, or you may call Fort Concho at (325)-481-2646.

If you have purchased the insurance **with alcohol**, you will be required to have a San Angelo Police Officer on duty, in uniform during the time of consumption. There should be no alcohol consumed inside the building or outside on the premises until an officer is present. Failure to do so may result in your event being cancelled and you being asked to leave the premises, along with your deposit being forfeited. You are responsible for obtaining the security coverage and payment for the security services. The number of officers necessary will be based on the type of event, building/location, and number of expected guests, and will be determined by the San Angelo Police Department. In the event a second officer is required, you may select anyone who is a "Texas Certified Peace Officer." They must also be in uniform and present during the time of consumption. Time of consumption is considered to be when the alcohol is first presented. It is the Renter's responsibility to notify Fort Concho of the Officer(s) name that will be providing the security.

The Police Department is requesting a **two week advance** notice to secure an officer for your event.

Listed below is contact information for your Security Officer:

San Angelo Police Department contact: Sgt. Cary Free at 657-4374 or cary.free@sanangelopolice.org