

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 located at 72 W 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.

If you have purchased the insurance **with alcohol**, you will be required to have a San Angelo Police Officer on duty for the entire event. In the event a second officer is required, you may select anyone who is a "Texas Certified Peace Officer". They must be in uniform and there for the entire event. **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. The final decision rests with the Site Manager and /or staff designee.

Listed below is contact information for security:

Victor Vasquez at 653-4552, 656-5424 or victor.vasquez@sanangelopolice.org.

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.