



CITY OF VISALIA

SPECIAL EVENT INSURANCE

Thank you for choosing the City of Visalia for your special event, here is helpful information for our special event insurance process.

WWW.EVENTINSURE.COM

The insurance process is now completely online for all Class I events! Visit the link above and complete the online quote.



ONLINE QUOTE - IMPORTANT INFO

When completing the online quote, the Information Section is your information as the Renter. The Effective Date are the dates of your event. If your event is one day, you put the same date for both.



ONLINE QUOTE - ADDITIONAL INSURED

In this section, select "YES" for the question of "Are you being asked to provide evidence of insurance OR certificate of insurance by property owner?" For the additional insured type box, select "Property Owner/Manager/Lessor of Premises"

ONLINE QUOTE - EVENT INFORMATION

This next section is the event information, for Limits of Liability, please select \$1 million/\$2 million and complete the rest of the questions with information pertaining to the actual event.

ONLINE QUOTE - LIQUOR LIABILITY

If you will be serving alcohol at your event, please refer to the City's requirements and complete this portion. If you will NOT be serving alcohol please skip.





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ONLINE QUOTE - UNDERWRITING INFORMATION

Please select NO for the first question asking if you are the property owner or manager. Complete the next questions regarding your event.

QUOTE COMPLETED!

Once you have finished your quote form a quote will automatically be generated for you by the insurance company. If you agree to the fee you can pay online or over the phone directly to the insurance company and you are able to move forward to complete more detailed event information for the Certificate of Liability.



CERTIFICATE OF LIABILITY

For the certificate of Liability please make sure you list the location as "City of Visalia - (and the location of the event, i.e. Convention Center, Riverway Sports Park, etc) as well as the correct address.



IMPORTANT INFORMATION!



- Special event insurance is done through an outside company, HUB international. Due to this, if you need to make a change or have a question on payment you will need to contact HUB International directly.
- **The City does not receive a copy of the quote or of the Certificate of Liability. It is your responsibility as the renter to email a copy of your Certificate of Liability to the department or to Human Resources (HROnline@visalia.city).**
- If you are unable to receive a quote online, this could be because your event does not fall within a Class I event. Please contact the City at 559-713-4300 (prompt 8) or HROnline@visalia.city to complete your quote.

QUESTIONS OR HELP

If you have questions or would like some help with the process, please feel free to contact the City at 559-713-4300 (prompt 8) or email at HROnline@visalia.city