

Private Event Insurance Instructions

The City of Ceres Community Center requires a \$1,000,000 Insurance Policy for all events that fall into the following categories:

- Are hosted by a Business or Non-Profit
- Will be selling or serving alcohol
- Are hosted in the Recreation Department's Large Assembly, Kitchen, or the Ceres American Legion Hall Memorial Building

OPTION A:

- Businesses and Non-Profits: Businesses and Non-Profits may add the City of Ceres to their company/ agencies existing policy. If choosing this option, please send a copy of the policy with the applicable information to rentals@ci.ceres.ca.us or drop off at 2701 4th St., Ceres, CA 95307.
- Private Event: Individuals hosting a private event at the Ceres Community Center are welcome to get a policy through their homeowner's Insurance. If choosing this option, please send a copy of the policy with the applicable information to rentals@ci.ceres.ca.us or drop off at 2701 4th St., Ceres, CA 95307.

If adding onto an existing policy, please include the following information:

Primary Insured: The name must match the name of the renter on the Permit.

For the **Ceres Community Center** facility add as additionally Insured: Community Center - City of Ceres

Additional Insured: "The City of Ceres, Recreation Department, its officers, officials, employees, and agents."

Address: 2701 4th St. Ceres, CA 95307

For the **American Legion Hall** facility add as additionally Insured: American Legion Hall - City of Ceres

Additionally Insured: "The City of Ceres, Recreation Department, its officers, officials, employees, and agents."

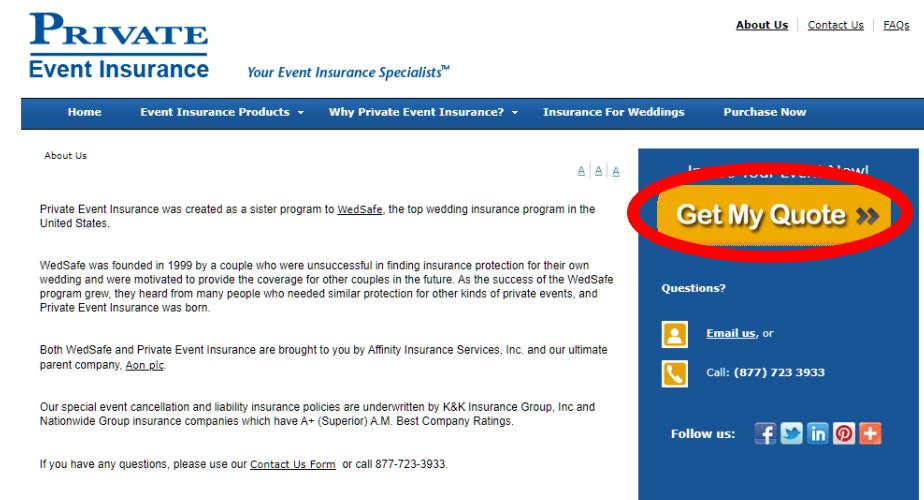
Address: 2609 Lawrence St. Ceres, CA 95307

Add: 'Host Liquor Liability Coverage', if serving or selling alcohol

OPTION B:

The Ceres Recreation Department also offers the option of purchasing a policy through an online third party. To do this, follow the link and instructions below.

1. Go to the link: <https://www.privateeventinsurance.com/Pages/AboutUS.aspx>
2. The link will lead you to the page below. Once here click the orange "Get My Quote" button.



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Private Event Insurance was created as a sister program to [WedSafe](#), the top wedding insurance program in the United States.

WedSafe was founded in 1999 by a couple who were unsuccessful in finding insurance protection for their own wedding and were motivated to provide the coverage for other couples in the future. As the success of the WedSafe program grew, they heard from many people who needed similar protection for other kinds of private events, and Private Event Insurance was born.

Both WedSafe and Private Event Insurance are brought to you by Affinity Insurance Services, Inc. and our ultimate parent company, [Aon plc](#).

Our special event cancellation and liability insurance policies are underwritten by K&K Insurance Group, Inc and Nationwide Group insurance companies which have A+ (Superior) A.M. Best Company Ratings.

If you have any questions, please use our [Contact Us Form](#) or call 877-723-3933.

Get My Quote ➤

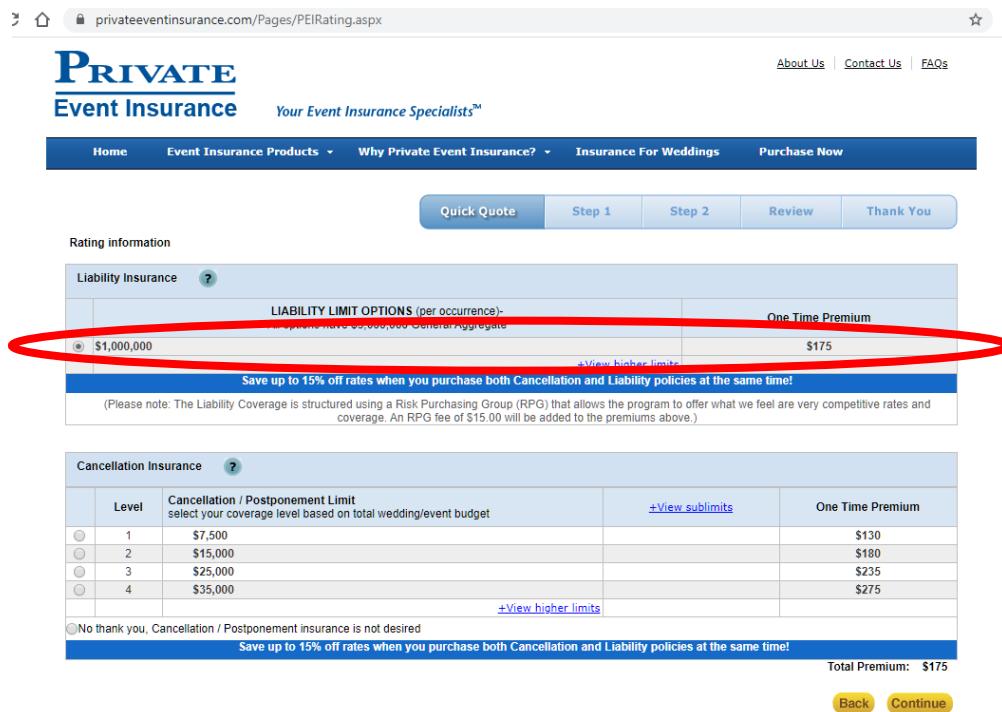
Questions?
[Email us](#), or
[Call: \(877\) 723 3933](#)

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3. Fill in the following sections:
 - Location Information
 - What type of event are you hosting?
 - Ineligible operations (if applicable)
4. Click the yellow “Display Coverage Options” button.
5. Select the \$1,000,000 coverage option (shown below). When finished, click yellow “Continue” button.



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Rating information

Liability Insurance

| LIABILITY LIMIT OPTIONS (per occurrence)- | | One Time Premium |
|---|-------------|------------------|
| <input checked="" type="radio"/> | \$1,000,000 | \$175 |
| +View higher limits | | |

Cancellation Insurance

| Level | Cancellation / Postponement Limit select your coverage level based on total wedding/event budget | +View sublimits | One Time Premium |
|-------|---|-------------------------------------|------------------|
| 1 | \$7,500 | | \$130 |
| 2 | \$15,000 | | \$180 |
| 3 | \$25,000 | | \$235 |
| 4 | \$35,000 | | \$275 |
| | | +View higher limits | |

Total Premium: \$175

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Cancellation Insurance is NOT required by The City of Ceres. This is an optional add-on

6. Fill in the following sections:
 - Event Information
 - Venue Details

- In drop down select "American Legion Hall - City of Ceres" or "Community Center - City of Ceres".
- For question "Email certificate to the venue?" select "YES".
- When finished, click the yellow "Continue" button.

7. Fill in Personal Information section. When finished, click the yellow "Continue" button.

a. **The name of the insured person MUST match the name on the Recreation Department's reservation.**

8. Fill in Warranty and Disclosure Statement section. When finished, click the yellow "Continue" button.

9. Review all information on the Application Summary Information page. If all information is correct, click the yellow "Continue to Payment" button.

10. Finally, make the required payment. All payments are done with a Credit Card through Paypal.

For any questions or assistance, contact the Community Center at 209-538-5628 or rentals@ci.ceres.ca.us, or come by the Community Center at 2701 4th St, Ceres, CA. 95307.