

EVENT INSURANCE CHECKLIST

- Does the venue I am holding my event at have insurance requirements for my party (if so, what are they?)
- Does the venue I am holding my event at allow animals?
- What are the Insurance Requirements for having a Petting Zoo and/or Pony Rides ?
- Are you a multi-event contract holder with a current written contract with Snow's Pony Rides? If not, and you are looking to be, there will be a \$150 fee to be added as an Insurer or listed on a Certificate of Insurance.
- Send the hosting venue's Insurance Requirements to Snow's Pony Rides
Understand that if the requirements exceed our current policy, or if there are special endorsements needed, you are 100% responsible for covering any fees incurred by Snow's Pony Rides.
- Find out THE EXACT VERBIAGE / WORDING that your venue needs to be added as an added insurer (usually they have a sample document they can provide you (see photo below).
- Check the date!
In order for Snow's Pony Rides' (SPR) Insurance Agent to request the necessary documents for your event, SPR needs a minimum of 7-10 BUSINESS DAYS (that is approx. 2 weeks) NOTICE of all the above information ^^^^ otherwise there is a \$150 RUSH FEE and the soonest we can possibly get it is within 48-72 hours.

DISCLAIMER: You alone are responsible for getting this necessary information. In the event that you book with us, and there was necessary Insurance needed for us to operate by the venue and you signed our Terms of Agreement but the city/county/venue/"or other" asks us to leave upon our arrival... You will STILL be responsible for your booking fee in FULL, whether we perform the service or NOT, as these are services and time that you committed yourself to with our company.

EVENT INSURANCE CHECKLIST

POLICY NUMBER [REDACTED] COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - (FORM B)

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:
The City, its officers, officials, employees, and volunteers

(If no entry appears above, information required to complete this endorsement is shown in the Declaration as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include the following person or organization shown in the Schedule, but only with respect to liability arising out of their activity for that insured by or for you.

Purchasing & Contracting Services Division
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-EXAMPLE OF INSURANCE REQUIREMENTS THAT SHOULD BE PROVIDED TO YOU BY THE HOSTING VENUE-

Certificate Holder: VENUE NAME , VENUE ADDRESS

Commercial General Liability - must be for a minimum of \$x,xxx,xxx.xx Each Occurrence/\$x,xxx,xxx.xx General Aggregate:

- **Acord (or equivalent) certificate required**
- **Additional Insured Endorsement Page (CG 20 10, CG 20 26 or equivalent) blanket endorsement, or an endorsement naming the "City of San Diego, it's respective elected officials, officers, employees, agents and representatives" as the additional insured - POLICY NUMBERS MUST BE ON ENDORSEMENT**
- **Primary and Non-Contributory Endorsement Page (or language within policy) - POLICY NUMBERS MUST BE ON ENDORSEMENT**