



CITY OF TAMPA

Bob Buckhorn, Mayor

Department of Human Resources

Risk Management Division

TO: EVENT HOLDER
FROM: CITY OF TAMPA (and LOWRY PARK ZOOLOGICAL GARDEN)
RE: GENERAL LIABILITY INSURANCE NOTICE (EVENT INSURANCE)

The City of Tampa (and Lowry Park Zoological Garden) has made available General Liability Insurance for your convenience with the National Fire and Marine Insurance Company. If you are interested in obtaining insurance coverage (**for your event**), please read this entire general liability insurance notice, complete this notice by providing your signature below, complete and sign the liability coverage application, and return **both documents** to Hull & Company Insurance. Be sure to include your **check** for the insurance premium made payable to **Hull & Company**, which will be your receipt. (Hull & Company is the local insurance agency that will process your insurance application).

Applications for insurance of a scheduled event must be accompanied by a **certified check or money order**.

The General Liability insurance policy is available for review at the City of Tampa Risk Management office located at One Police Center, 411 North Franklin Street, 2nd Floor, Tampa, Florida 33602. You may contact Regina Lock, Risk & Insurance Analyst for the City of Tampa at 813-274-5737 concerning the conditions and provisions of the insurance policy **only**. **If you have questions regarding your special event please contact your City of Tampa (or Lowry Park Zoological Garden) representative. For a list of contact information, please refer to the attached Facilities Use Special Events Coverage Program Application.**

The limit of coverage is:

Coverage: Bodily Injury and Property Damage Liability according to the policy provisions
Limit: \$1,000,000.00 Combined Single Limit per occurrence and aggregate for the entire event
Deductible: \$1,000 per claim, bodily injury
\$1,000 per claim, property damage

LIABILITY RELEASE

I acknowledge as Lessee that, notwithstanding the said Liability Insurance made available by the City, Lessee has made its own determination as to whether said insurance company coverage is sufficient and with a responsible and suitable insurance company, and the Lessee has purchased any additional or other insurance coverage which Lessee deems necessary and sufficient to protect itself, the City, and the public, and to comply with this obligation under the lease agreement.

The Lessee hereby absolves Lessor from any and all responsibility and liability for making such insurance available to Lessee. Please provide your signature below.

Lessee (Renter's) Signature

Lessee (Renter's) Phone Number

Date Signed

Lessee (Renter's) Printed Name

Rev. 11/3/2009

One Police Center, 411 N. Franklin Street, 2nd Floor • Tampa, Florida 33602 • (813) 274-5708 • FAX: (813) 274-5728



**Hull & Company and
the City of Tampa
Application**

**GENERAL LIABILITY INSURANCE COVERAGE
APPLICATION**

(Complete this application if you need to purchase insurance for your event).

Lessee or Renter Name: _____
 Location of Event: _____
 Description of Event: _____
 Date(s) of Event: _____ Premium (See premium computation below): \$ _____

CLASSIFICATION OF EVENT			
Class I	Class II	Class III	
Art Festivals Auctions Auto Shows Bingo Games Craft Shows Exhibitions Instructional Classes (non-mechanical) Meetings (indoors) Musicals/Plays Seminars Social Gatherings Speaking Engagements Theatrical Performances Wedding Receptions	Aerobics/Jazzercise Block Party Concerts (not Rock) Dances Food Concessions Parades (under 500) Picnics Political Rallies Rummage Sales (central location) Sidewalk Sales Social Gatherings (outdoors) Sporting Events (no participant legal liability)	Animal Racing Circus Outdoor Meetings Parades (over 500) Rodeos Carnivals (no rides) Film Permits (under 200 – movie or video excluding aircraft)	
Concessionaires:	\$100.00 Exhibitors (no sales)	\$150.00 Non-food sales	\$200.00 Food sales

PREMIUM COST FOR EVENT			
Attendance	Class I 1000	Class II 1000	Class III 1000
1-50	\$274.00	\$375.00	\$921.00
51-100	\$314.00	\$421.00	\$1,040.00
101-500	\$493.00	\$796.00	\$1,530.00
501-1500	\$735.00	\$1,406.00	\$3,046.00
1501-3000	\$1,563.00	\$2,795.00	\$4,858.00
3001-5000	\$2,389.00	\$4,644.00	\$8,058.00
5001-7500	\$3,593.00	\$6,967.00	\$12,072.00
7501-10,000	\$4,763.00	\$9,277.00	\$16,049.00

PREMIUM COMPUTATION		
EXAMPLE: HOW TO CALCULATE THE INSURANCE PREMIUM FOR YOUR EVENT.		
EVENT TYPE: WEDDING RECEPTION AT ONE OF THE DESIGNATED LOCATIONS FROM THE ATTACHED LIST. SINCE WEDDING RECEPTIONS IS A CLASS 1 EVENT FOR 200 PERSONS FOR ONE DAY, MY TOTAL INSURANCE PREMIUM IS \$493.00. NOW CALCULATE YOUR PREMIUM BELOW.		
\$ _____	x _____	= _____
Premium based on attendance & class	Total number of days of event	Total premium cost
Department Contacts: <ul style="list-style-type: none"> Convention Center – Ceida Houseman, 274-8424 Franklin Street Mall – Sharon Graham, 274-8519 Parks & Recreation – Kelli Donahoe 274-8518 Lowry Park Zoological Society Marcela Mikowski 935-8552 Ext. 421 Please contact the department above for any questions! 	MAIL ALL INSURANCE PREMIUM CHECKS TO: Hull & Company Ms. Sara Todd Insurance Contact Person 800 Carillon Parkway, Suite 150 St. Petersburg, FL 33716 Phone: 727-561-4855 Fax: 866-449-8219 DO NOT MAIL CHECK TO THE CITY OF TAMPA!	City Use Only Rev. May 2011 NOTES: _____ _____ _____ Date Rec'd: _____

Park Facilities that may be covered by Hull & Associates Insurance

	PARK FACILITY NAME	ADDRESS	ZIP
1	Al Lopez Park	4810 N. Himes Avenue	33614
	Angus Gross Memorial Pool	4601 Central Avenue	33603
	Baldomero Lopez Pool	3200 W. Spruce	33607
2	Ballast Point Park/Center	5300 Interbay Blvd.	33611
	Ben T. Davis Beach	1701 Courtney Campbell Cwy	33607
	Bobby Hicks Pool	4120 W. Mango	33616
3	Centennial Park	1800 East 8th Avenue	33605
4	Copeland Park/Center	10011 15th Avenue East	33612
5	Cotanchobee/Ft. Brooke Park	601 Old Water Street	33601
6	Curtis Hixon	600 N. Ashley	33602
	Cuscaden Pool	2900 N. 15th Street	33605
	Cyrus Green Pool	2007 E. MLK Blvd.	33610
	Danny Del Rio Pool	10208 N. Blvd.	33612
7	David Barksdale Center	1801 North Lincoln Avenue	33602
8	DeSoto Park Center & Park	2601 Corrine Street	33605
9	Fair Oaks Park/Center	5019 N. 34th Street	33610
10	Forrest Hills Center/Park	724 W. 109th Avenue	33612
11	Franklin Street Mall	300-500 North Franklin Str.	33602
12	Fred Ball Park	2621 Bayshore Blvd.	33629
13	Freedom Park	3710 North Poplar Avenue	33603
14	Gadsden Park	6901 S. MacDill Ave.	33611
15	Grant Park/Center	3724 54th Street	33619
16	Herman Massey Park	1010 N. Franklin Street	33602
17	Hunt Community Center at Al Lopez Park	4810 N. Himes Ave.	33614
	Interbay Pool	4321 W. Estrella	33629
18	Jackson Heights Park/Center	3310 East Lake Avenue	33610
19	Joe Abrahams Fitness Ctr/Park	5212 Interbay Blvd.	33611
20	Kate Jackson Center & Park	821 South Rome Avenue	33606
21	Kid Mason Center/Park	1101 North Jefferson	33602
22	Kwane Doster Center & Park	7506 South Morton Street	33616
23	Loretta Ingraham Center & Park	1611 North Hubert	33607
	Loretta Ingraham Pool	1709 N. Hubert	33607
24	Lowry Park	7525 North Blvd.	33601
25	Lykes Park	410 Franklin Street	33601
26	Macfarlane Park	1700 North Macdill Ave	33607
27	Martin Luther King Center & Park	2200 North Oregon Avenue	33607
	MLK Center/Pool	2200 N. Oregon	33607
28	Nationsbank Park Plaza (Kiley Gardens)	400 North Ashley Drive	33602
29	New Tampa Community Center & Park	17302 Commerce Park Blvd.	33647
30	Oak Park/Center	5400 East 14th Avenue	33619
31	Perry Harvey Park	900 East Scott Drive	33619

	Picnic Island Park	7409 Picnic Island Blvd.	33616
32	Ragan Park/Center	1200 East Lake Avenue	33604
34	River Tower Park	401 East Bird Street	33604
33	Riverfront Park	1000 North Blvd.	33601
35	Rowlett Park	2401 Yukon Street	33604
	Roy Jenkins Pool	154 Columbia Drive	33606
36	Seminole Heights Gardens Center & Park	5800 Central Avenue	33604
37	Spicola Family Park	2615 E. Corrine Street	33605
38	Sulphur Springs Park	713 Bird Street	33601
39	Tampa Convention Center	333 Franklin Street	33602
40	Tampa Museum of Art	120 Gaspiralla Plaza	33602
41	Temple Crest Park/Center	8116 37th Street	33604
42	Union Station	601 N. Nebraska Avenue	33602
43	Williams Park	4400 East Osborne Ave.	33610
44	Woodland Terrace Park	6400 North 32nd Street	33610

Updated May 2011