



CITY OF TAMPA

Bob Buckhorn, Mayor

Department of Human Resources

Risk Management

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. Be sure to include your **check** for the insurance premium made payable to **Hull & Company**, which will be your receipt.

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 102 East 7th Avenue, Tampa, Florida 33602. You may contact Regina Lock-DePass, MBA, RMPE, the Insurance & Benefits Supervisor 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. May 2011

102 East 7th Avenue • Tampa, Florida 33602 • (813) 274-5708 • FAX: (813) 274-5728



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

**GENERAL LIABILITY INSURANCE COVERAGE PROGRAM
APPLICATION**

(Note: Please complete this application if you need to purchase general liability insurance for your event).

Lessee or Renter's 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	Aerobics/Jazzercise	Animal Racing	
Auctions	Block Party	Circus	
Auto Shows	Concerts (not Rock)	Outdoor Meetings	
Bingo Games	Dances	Parades (over 500)	
Craft Shows	Food Concessions	Rodeos	
Exhibitions	Parades (under 500)	Carnivals (no rides)	
Instructional Classes (non-mechanical)	Picnics	Film Permits (under 200 – movie or video excluding aircraft)	
Meetings (indoors)	Political Rallies		
Musicals/Plays	Rummage Sales (central location)		
Seminars	Sidewalk Sales		
Social Gatherings	Social Gatherings (outdoors)		
Speaking Engagements	Sporting Events (no participant legal liability)		
Theatrical Performances			
Wedding Receptions			
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	\$277.00	\$379.00	\$931.00
51-100	\$377.00	\$426.00	\$1,051.00
101-500	\$498.00	\$804.00	\$1,547.00
501-1500	\$743.00	\$1,422.00	\$3,079.00
1501-3000	\$1,580.00	\$2,826.00	\$4,911.00
3001-5000	\$2,415.00	\$4,696.00	\$8,146.00
5001-7500	\$3,632.00	\$7,043.00	\$12,204.00
7501-10,000	\$4,815.00	\$9,378.00	\$16,244.00

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 – Sharon Graham 274-8518 • Lowry Park Zoological Society Marcela Mikowski 935-8552 Ext. 421 For questions please call the department above. 	PLEASE MAIL ALL INSURANCE PREMIUM CHECKS TO: HULL & COMPANY Insurance Contact Person Sara Todd 800 Carillon Parkway, Suite 150 St. Petersburg, FL 33716 Phone: 727-369-0232 Fax: 866-831-9674 ****NOTE DO NOT MAIL CHECKS TO THE CITY OF TAMPA****	City Use Only Rev. 6/2012 Check No.: _____ Date Rec'd: _____ NOTES: _____ _____ _____