STINSON BEACH COMMUNITY CENTER, INC.

32 Belvedere Avenue • Post Office Box 158 • Stinson Beach, CA 94970
(415) 868-1444 • Fax (415) 868-1904

• Liability Insurance Requirements •

Dear Facility User:

Please provide the following documents for the day of your event:

- A certificate of liability insurance for no less than $1,000,000. The certificate should name:

  The Stinson Beach Community Center
  P.O. Box 158
  Stinson Beach, CA 94970

  The center should be named as an additional insured. If the additional insured can't be done (e.g. some homeowners insurers won't do them), certificates of insurance without the additional verbiage will be sufficient.

- If you are hiring a caterer, the caterer should provide a certificate naming the Stinson Beach Community Center as an additional insured. This should reflect their liability insurance and liquor law liability (if alcohol is being served). If the caterer will have employees on the premises, Community Center management also will require evidence of workers compensation insurance.

Proof of insurance must accompany the final rental payment.
Both are due at least 60 days prior to the scheduled event.

Thank you for your cooperation.

Sincerely,
The SBCC Management

• Please send back to SBCC •

For Official Use Only	
☐ Sent	Date and Initials
☐ Received	Date and Initials