

Facility Rental Insurance Information

Effective January 1, 2026, all rentals booked in City of Roseville facilities will require evidence of liability insurance covering both the renter and the City of Roseville.

Special event liability insurance may be purchased through the following contact, but it is ultimately the choice and responsibility of the renter to secure insurance that complies before the rental takes place.

Special Events Insurance

Quynh Le

JD Fulwiler & Company Insurance

877-305-5040

cjprma@eventinsurancenow.com

Proof of insurance must be provided on a **CERTIFICATE OF INSURANCE**. This document must be signed, a stamped signature will suffice. The *Additional Insured Endorsement* or section of the policy showing the City as an additional insured must accompany the *Certificate of Insurance*.

Organizations who have their own liability insurance can provide a Certificate of Insurance.

All certificates and endorsements must be approved by City of Roseville staff 30 days prior to facility use. Certificate of Insurance must be submitted to roseville@ebix.com and will not be accepted or approved by rental facility staff.

GENERAL – REQUIRED COVERAGE/DOCUMENTATION

- General Liability:
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate

- Liquor Liability (only when alcohol is provided):
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate

- Additional Insured Endorsement (AIE) - General Liability policy: CG 20 38 04 13 or an equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of Roseville, its officers, agents, employees and volunteers as additional insured.

- Policies must be primary and non-contributory

- A 30-day notice of cancellation must be provided

- List certificate holder as:
 - The City of Roseville -Insurance Compliance
 - PO Box 100085-R1, Duluth, GA 30096