



City of North Port
PARKS AND RECREATION DIVISION
6207 West Price Boulevard
North Port, FL 34291

**FACILITY RENTAL
ALCOHOL PERMIT INFORMATION**

WHAT ARE THE INSURANCE REQUIREMENTS TO OBTAIN AN ALCOHOL PERMIT FOR AN EVENT?

- Commercial General Liability costs can range from \$195 - \$300.
- Coverage generally is for 24 hours, providing \$1 million/occurrence and \$1 million aggregate.
- Insurance covers events where liquor is supplied at no charge or is a Bring Your Own Bottle (BYOB) event. BYOB events will be reviewed by the insurance company on a case-by-case basis. This insurance **does not cover** an event if you are selling liquor or having a cash bar.

HOW DO I GET INSURANCE COVERAGE?

- Contact either insurance company below by phone or an application can be submitted via internet if using a credit card for payment. Let them know you are supplying liquor at no charge or that it is a BYOB event. You will also need to let them know that the **City of North Port needs to be named as an additional insured.**

Allied Specialty Insurance: Hours: Monday thru Friday -- 8:30 a.m. to 5:30 p.m. Contact Information: 800-237-3355 x 1295 (Randy) or visit www.alliedspecialty.com.

WedSafe: Hours: Monday thru Friday --8:30 a.m. to 8 p.m. Contact information: 877-723-3933 or visit www.wedsafe.com – click into private event insurance and fill out application.

- If completing the application by phone, you should receive a quote within 2 hours of your application.
- If you accept the quote, you will be able to pay by credit card. If paying by check, you will not receive the certificate until the check is received.

WHAT DO I DO AFTER I RECEIVE THE CERTIFICATION?

- Once you have secured the liability insurance policy, you must submit a copy to Parks and Recreation to be processed with your rental agreement. You can bring the certificate to the Morgan Family Community Center, 6207 West Price Boulevard or e-mail to parks@cityofnorthport.com. **NOTE: The insurance certificate must be submitted at least 14 days prior to the event. If not submitted, the event is subject to cancellation.**
- Parks and Recreation will submit the rental agreement and liability insurance certificate to the North Port Police Department for review and approval.
- Once approval is received from the North Port Police Department, you will be contacted.

If you have any additional questions, please contact Parks and Recreation at 941.429.PARK.