



## **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?**

When you contact your insurance provider to secure your liability insurance policy, let them know: Contact either insurance company below by phone or an application can be submitted via

- You are supplying liquor at no charge or that it is a BYOB event.
- The City of North Port needs to be named as an additional insured.

### **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 W. Price Blvd. or e-mail to [ParkRentals@NorthPortFL.gov](mailto:ParkRentals@NorthPortFL.gov). 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 & Recreation at 941-429-PARK (7275).**