

For permitted Special Events held on City of Riverside Property.

GATHERGUARD-WHAT IS IT?

- The GATHERGUARD program provides liability protection for Public Entities that allow special events to be held on the publicly owned or managed property.
 - BENEFITS** of the GATHERGUARD Program:
 - Coverages provided by GATHERGUARD satisfy the City's Insurance Requirements for Special Events.
 - Self-serve- approximately 5 to 10 minutes to complete.
 - Transparent Pricing.
 - No additional broker fees for residents and Host Organizations.
 - COI's purchased from the GATHERGUARD Program do not have to be approved by Risk Management.
 - Facilitates the Special Event Permit process by enabling City-wide use.
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COVERAGE INFORMATION

- Insurance Carrier: Specialty Advantage Insurance Services (Am Best Rated A XII), Admitted
 - Policy Forms: Commercial General Liability and Liquor Liability
 - General Liability Policy Limits:
 - \$1,000,000 Per Occurrence (No Aggregate)
 - \$1,000,000 Products/ Completed Operations
 - \$1,000,000 Personal and Advertising Injury
 - \$100,000 Fire Damage Limit Medical Payment Unit
 - Third Party Property Damage Policy Limits:
 - \$1,000,000 Per Event
 - \$1,000 Deductible
 - Liquor Liability Policy Limits:
 - \$1,000,000 Each Common Cause
 - \$1,000,000 Aggregate Limit
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

HOW TO PURCHASE A GATHERGUARD POLICY

- Visit the GATHERGUARD website at <https://app.gatherguard.com>
 - Select your event type.
 - Answer a few questions about your event.
 - If you want to purchase coverage, please complete the application, and pay with a credit card.
 - If further assistance is required, please call our GatherGuard help desk at (844) 747-6240 Monday through Friday between 8:00 A.M. and 8:00 P.M. Eastern Time.
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CLAIMS

Claims will be reported directly to Intact Specialty Solutions at (877) 248-3455, or by contacting entertainment-claims@intactinsurance.com. It is the responsibility of the event sponsor to report any known claims to the carrier. The City of Riverside will also receive monthly claim reports with updated claim statuses.

STEP BY STEP GUIDE

Step and Directions	Picture Reference
<p>Step 1 - Go to the Website: Event Insurance Intact Entertainment (gatherguard.com)</p> <p>Step 2 - Select your event.</p> <p>If needed, choose an event from the dropdown list.</p>	<p>Most popular event types:</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;"> Wedding</div> <div style="text-align: center;"> Birthday party</div> <div style="text-align: center;"> Meeting (indoors)</div> <div style="text-align: center;"> Festival and cultural event (outdoors)</div> <div style="text-align: center;"> Charity benefit</div> <div style="text-align: center;"> Baby shower</div> <div style="text-align: center;"> Church service or meeting</div> <div style="text-align: center;"> Social reception (indoors)</div> <div style="text-align: center;"> Quinceañera</div> </div> <p>Other event types</p> <p>Select from the list ▼</p>
<p>Step 3 - Answer the three (3) questions for your event.</p>	<p>Get your wedding insurance quote.</p> <p>If you have held this event before, have there been any losses or claims?</p> <p style="text-align: center;"><input type="button" value="Yes"/> <input type="button" value="No"/></p> <p>Will there be any armed security who are not police officers?</p> <p style="text-align: center;"><input type="button" value="Yes"/> <input type="button" value="No"/></p> <p>Are you a promoter? ⓘ</p> <p style="text-align: center;"><input type="button" value="Yes"/> <input type="button" value="No"/></p>
<p>Step 4 - Select "Continue".</p>	<p style="text-align: center;">Back <input type="button" value="Continue"/></p>
<p>Step 5 - Select "Search for a venue" or "Use a venue code" (list attached on page 7).</p> <p>Enter the location of the event (i.e., Fairmount Park).</p> <p>Verify the venue address.</p>	<p>Venue ⓘ</p> <p style="text-align: center;">Use a venue code Search for a venue</p> <p>Where will the event take place?</p> <p><input type="text" value="Fairmount Park, Fairmount Boulevard, Riverside, California, USA"/> ✕</p> <p>Please verify the following address before confirming the venue</p> <p><input checked="" type="radio"/> Fairmount Park, 2601 Fairmount Blvd, Riverside, CA 92501, USA</p>
<p>Step 6 - Select "Next".</p>	<p style="text-align: center;"><input type="button" value="Next"/></p>




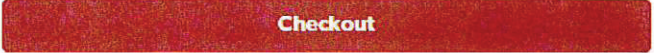
STEP BY STEP GUIDE

Step and Directions	Picture Reference
<p>You will see your quote calculate on the right side as you make coverage selections.</p>	<div data-bbox="857 241 1234 283"> <p>- Wedding Insurance Policy</p> </div> <div data-bbox="1404 210 1494 294"> </div> <div data-bbox="868 336 1396 373"> <p>This policy has additional certificate holders.</p> </div> <div data-bbox="868 415 1230 451"> <p>Preview my certificate language</p> </div> <hr/> <div data-bbox="857 514 1485 550"> <p>Basic Coverage \$75.00</p> </div> <div data-bbox="857 556 1209 588"> <p>General liability up to \$1 million</p> </div> <div data-bbox="857 598 982 630"> <p>Includes:</p> </div> <div data-bbox="857 640 1015 676"> <p>Host Liquor</p> </div> <div data-bbox="857 682 1453 724"> <p>Damage to Rented Premises up to \$250,000</p> </div> <div data-bbox="857 793 1153 829"> <p>Additional Coverages</p> </div> <div data-bbox="857 835 1485 871"> <p>Terrorism Coverage (included) \$0.00</p> </div> <div data-bbox="857 871 1485 940"> <p>Damage to Rented Premises limit increase to \$1 million \$25.00</p> </div> <div data-bbox="857 970 1485 1003"> <p>Subtotal \$100.00</p> </div> <div data-bbox="857 1045 1485 1081"> <p>Total \$100.00</p> </div>
<p>Step 7 - Review the basic coverage.</p>	<div data-bbox="844 1213 1153 1255"> <h2>Basic Coverage</h2> </div> <div data-bbox="885 1333 1193 1365"> <p>General Liability Coverage</p> </div> <div data-bbox="885 1369 1469 1438"> <p>Limit for each incident (Occurrence) \$1,000,000 <input type="checkbox"/></p> </div> <div data-bbox="885 1444 1144 1476"> <p><input checked="" type="checkbox"/> Includes Host Liquor</p> </div> <div data-bbox="922 1501 1445 1606"> <p><i>Provides coverage when your venue serves alcoholic beverages or allows alcoholic beverages to be consumed on the premises.</i></p> </div> <div data-bbox="885 1663 1485 1705"> <p>Damage to Rented Premises Limit \$250,000</p> </div> <div data-bbox="885 1711 1445 1774"> <p><i>Basic protection for damage that you or your guests may cause to the event space.</i></p> </div>
<p>Step 8 - Review Coverage Details and select "Next".</p>	<div data-bbox="909 1879 1234 1921"> <p>Coverage Details</p> </div> <div data-bbox="1282 1869 1429 1942"> <p>Next</p> </div>



STEP BY STEP GUIDE

Step and Directions	Picture Reference
<p>Step 9 - About Your Event</p> <p>Enter the required information pertaining to your event.</p>	<p>Please add a name for your event</p> <p>Wedding 7/50 characters</p> <p>How often does this event occur?</p> <p>One Time ▼</p> <p>In your selection, include the days required for setup and take down for the event. If your event will extend past midnight, include the following day.</p> <p>Starts Ends</p> <p>August 17, 2022 August 17, 2022</p> <p>How many people are you expecting, <i>over the course of the event?</i></p> <p>Please <u>provide total event attendance</u> by adding up the expected attendance for each day. Include all who will attend including hosts, guests and any volunteers, performers, vendors or exhibitors. For example: Friday you expect 75, Saturday you expect 150, and Sunday you expect 100 people. Total attendance = 325 (101-500)</p> <p>1 - 100 ▼</p>
<p>Step 10 - Performers, Vendors and Exhibitors</p> <p>Select the number that apply, if any.</p>	<p>Performers, Vendors and Exhibitors Help with this section</p> <p>Leave at zero if there will be none, or, if they will provide their own insurance. This coverage offers protection for you, should a claim arise as a result of uninsured performer, vendor, or exhibitor negligence. Depending on your event, only some or none of these categories will apply.</p> <p>How many bands, DJs, dance troupes, or other types of performers have you hired for your event, <i>that have not provided you with proof of insurance?</i></p> <p>A band counts as one performer.</p> <p>0 ▼</p> <p>How many people selling goods will be at your event, <i>that have not provided you with proof of insurance?</i></p> <p>Goods are considered any non-food items such as T-shirts or posters.</p> <p>0 ▼</p> <p>How many people selling food and/or beverages will be at your event, <i>that have not provided you with proof of insurance?</i></p> <p>For example, a concession stand or a hot dog cart run by a third party earning a profit. Caterers are not considered food vendors.</p> <p>0 ▼</p> <p>How many exhibitors will be at your event, <i>that have not provided you with proof of insurance?</i></p> <p>Exhibitors provide information, promotions, demos or giveaways. For example, people running information or registration booths. A single booth is considered one exhibitor regardless of the number of persons operating the booth.</p> <p>0 ▼</p>

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<p>Step 11 - Select "Next".</p>									
<p>Step 12 - Additional Coverages</p> <p>Select additional coverages, if needed.</p> <p>Damage to Rented Premises is automatically increased to \$1M to meet the City's minimal requirements.</p>	<p>\$0 Terrorism Coverage – included</p> <p>Coverage for acts of terrorism as defined in the Terrorism Risk Insurance Act. View the required policyholder disclosure notice.</p> <p>\$75 Liquor Liability – not common <input type="checkbox"/></p> <p>Host liquor liability, which includes coverage for hosted or cash bars, is part of your General Liability coverage. However, if you are providing alcohol at your event as part of your business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages, select this Liquor Liability coverage instead. The need for Liquor Liability may be pre-selected and required by certain event locations.</p> <p>\$25 Damage to Rented Premises <input checked="" type="checkbox"/></p> <p>\$750,000 increase in limit to total \$1 million. Protection for damage that you or your guests may cause to the event space.</p>								
<p>Step 13 - Select "Next".</p>									
<p>Step 14 - Review your coverage and event information and select "Checkout" if all is accurate.</p>	<p>- Wedding Insurance Policy </p> <p>This policy has additional certificate holders.</p> <p>Preview my certificate language</p> <hr/> <p>Basic Coverage \$75.00</p> <p>General liability up to \$1 million</p> <p>Includes:</p> <p>Host Liquor</p> <p>Damage to Rented Premises up to \$250,000</p> <p>Effective August 17, 2022, 12:01 a.m.</p> <p>Expires August 18, 2022, 12:01 a.m.</p> <p>1-100 will attend.</p> <p>Additional Coverages</p> <table border="0" style="width: 100%;"> <tr> <td>Terrorism Coverage (included)</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Damage to Rented Premises limit increase to \$1 million</td> <td style="text-align: right;">\$25.00</td> </tr> <tr> <td>Subtotal</td> <td style="text-align: right;">\$100.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$100.00</td> </tr> </table> <p style="text-align: center;"></p>	Terrorism Coverage (included)	\$0.00	Damage to Rented Premises limit increase to \$1 million	\$25.00	Subtotal	\$100.00	Total	\$100.00
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<p>Step 15 - Insured</p> <p>Enter the insured's information.</p>	<p>Who is the renter of the venue?</p> <p><input checked="" type="radio"/> an individual <input type="radio"/> a company/organization</p> <p>First Name Last Name</p> <p>Jane Renter</p> <p>Street Address</p> <p><small>Mailing address, including apartment, suite, unit, building, floor, etc..</small></p> <p>3900 Main Street</p> <p>City State Zipcode</p> <p>Riverside California 92522</p>
<p>Step 16 - Select "Confirmed Insured".</p>	
<p>Step 17 - Insurance Contact</p> <p>Enter the insurance contact's information.</p>	<p>Enter a contact for the insurance policy</p> <p><small>We will use this information to email a copy of your proof of insurance, or to contact you about the policy.</small></p> <p>Is the contact address the same as the insured?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>First Name Last Name</p> <p>Jane Renter</p> <p>Phone Email</p> <p><small>This will only be used for customer service.</small> <small>This is where the policy information will be sent.</small></p> <p>(951) 826-5279 riskmanagement@riversideca.gov</p>
<p>Step 18 - Select "Confirm Insurance Contact".</p>	
<p>Step 19 - Payment Information</p> <p>Enter the credit card information and confirm payment.</p> <p>Purchase your policy.</p>	<p>We accept Visa, Mastercard, American Express or Discover.</p> <p>Card Number</p> <p>0000 0000 0000 0000</p> <p>Name on Card Expiration Date CVV</p> <p>MM / YY XXX</p> <p>Billing address same as contact <input checked="" type="radio"/> Yes <input type="radio"/> No</p>

For additional questions, please contact the City of Riverside's Risk Management Division at **(951) 826-5279** or email riskmanagement@riversideca.gov.

Unique Link	Venue Address	Venue ID Code	
Riverside City Hall (Parades, block parties/street closures, walk/run events)	3900 Main Street	5188	000
Orange Terrace Community Park	20010 Orange Terrace Parkway	5188	001
Andulka Park	5201 Chicago Ave.	5188	002
Arlington Heights Sports Park	9401 Cleveland Ave.	5188	003
Arlington Park (Swimming pool excluded)	3860 Van Buren Blvd.	5188	004
Bergamont Park	19275 Bergamont Dr.	5188	005
Bobby Bonds Park (Skate park and swimming pool excluded)	2060 University Ave.	5188	006
Bordwell Park	2008 Martin Luther King Blvd.	5188	007
Bryant Park	7950 Philbin Ave.	5188	008
Collett Park	10950 Collett Ave.	5188	009
Fairmount Park (Use of lake excluded)	2601 Fairmount Blvd.	5188	010
Highland Park	780 Glenhill St.	5188	011
Hunt Park (Skate facility excluded)	4015 Jackson St.	5188	012
Janet Goeske Foundation & Senior Center	5257 Sierra St.	5188	013
La Sierra Park & Senior Center	5215 La Sierra Ave.	5188	014
Lincoln Park	4261 Park Ave.	5188	015
Martha McLean-Anza Narrows	5759 Jurupa St.	5188	016
Myra Linn Park	4540 Meredith St.	5188	017
Nichols Park: Joyce Jackson Community Center	5505 Dewey Ave.	5188	018
North Park	3200 Mission Inn Ave.	5188	019
Reid Park: Ruth H. Lewis Center	701 N. Orange St.	5188	020
Ryan Bonaminio Park at the Tequesquite Arroyo	5000 Tequesquite Ave.	5188	021
Shamel Park	3650 Arlington Ave.	5188	022
Springbrook Clubhouse	1011 N. Orange St.	5188	023
Sycamore Highlands Park	5777 Fair Isle Dr.	5188	024
Villegas Park	3091 Esperanza St.	5188	025
White Park: Dales Senior Center	3936 Chestnut St.	5188	026