

Special Event Insurance

Special events are activities held in University facilities and usually anticipate public attendance. Special events may be sponsored by the University or by off-campus organizations that have been permitted to use our premises. Special events may include instructional or recreational events wherein the instructors are not employees of the University. Typically they are not academic programming activities such as instruction, scholarly activities, testing or administrative meetings.

Special event activities may expose the University to significant risks. Event planners should evaluate and mitigate these risks. One way to mitigate special event risks is through the purchase of Special Event Insurance.

Special Event Insurance is not required if other appropriate insurance is in place. However, Special Event Insurance is a cost-effective way to mitigate liability risks and meet the insurance coverage requirements specified in the contract or agreement between the hosting entity and the University. There is no deductible associated with coverage obtained through the University's Special Event Insurance Program.

University staff or public persons interested in obtaining special event insurance should plan to provide a complete application at least 30 days prior to the event. Applications can be obtained from risk management personnel.

The premium for this insurance is based on the number of attendees, type and length of the event, and the hazards inherent to the event, as well as the need for liquor liability coverage.

The entity hosting the event is responsible for funding the cost of the insurance.

Please contact Risk Management staff at (805) 437-8490 for assistance with evaluating risks associated with your special event, and to obtain a quote for this coverage.

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