The Special Event Liability Program is designed to provide financial protection for the campus from liability claims arising out of campus sponsored events.

**Eligible Events:** To be eligible for coverage under this program, the event must be:
1. Held on-campus; and
2. Include community participation.

Types of events which are eligible for coverage include, but are not limited to:
- Teleconferences
- Concerts
- Running Events (i.e. 10K races)
- Sports Camps
- Sporting Events
- Ethnic Celebrations
- Instructional Workshops/Camps (i.e., music, dance, aerobic, art, etc.)

**Ineligible Events:** Events sponsored by the Associated Students, Inc., the Forty-Niner Shops, Inc., or the CSULB Foundation are not covered under this program.

**Insurance Limits:** $1,000,000 each occurrence

**Cost of Insurance:** The cost of special event insurance excluding liquor liability shall be the responsibility of the Office of Safety and Risk Management. If alcoholic beverages are sold, the required Full Liquor Liability insurance costs shall be the responsibility of the sponsoring department or campus entity.

**Procedures:** Any department or other campus entity sponsoring an eligible special event shall submit a completed Special Event Notification Form (see reverse side) to the Office of Safety and Risk Management at least two weeks prior to the event for review and determination of insurance needs. If determined to be appropriate, the Office of Safety and Risk Management shall purchase liability insurance for the event.

**Full Liquor Liability:** If liquor, beer or wine is available for consumption and money is transacted in any form (i.e., for donation, for a ticket, for a meal, for entry to the event, for the beverage) then full liquor liability premiums will be charged.

**When An Accident Happens:** If you are dealing with a minor injury, treatable by simple first aid, then you need not contact anyone. If the injury requires more than simple first aid, call 9-1-1 or Campus Police (562)985-4101. This phone number is staffed 24 hours a day, every day. The campus police can advise you and assist you in responding to the emergency. Once you have managed the immediate crisis, phone (562)985-8260 provide a brief description of the accident, injuries and other issues involved and how you can be reached. The Office of Safety and Risk Management is the liaison between all interested parties – please keep us informed.
This form is for the sole purpose of determining if Special Event Liability Insurance is warranted. Submission of this form is supplemental to scheduling the event.

Event Sponsor: ____________________________

Department/Campus Entity

Contact Person: ____________________________

Name

Daytime Phone No: ____________________________

Event Date(s): ____________________________

Event Time(s): Start _______ End _______

Location: ____________________________

Be as specific as possible

Total Attendance (Per Day): Day One _______ Day Six _______

Day Two _______ Day Seven _______

Day Three _______ Day Eight _______

Day Four _______ Day Nine _______

Day Five _______ Day Ten _______

*If liquor, beer or wine is available for consumption and money is transacted in any form (i.e., for donation, for a ticket, for a meal, for entry to the event, for the beverage) then the full liquor liability premium of $150 plus $5.25 state taxes and stamping fee shall be charged for each day of the event.

Additional Exposures

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors/Exhibitors/Concessionaires</td>
<td>_____</td>
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Liquor Served

Entertainment or Recreational Activities | _____ | _____ |

Please Provide a List

FORMS: NA