



Insurance Requirements for Special Events

In General:

The Event Organizer/ Applicant is required to provide liability insurance with coverage limits that depend upon the size, scope, and location of the event. The insurance policy must include coverage for all Event Organizer/ Applicant approved event activities, including those activities being provided by third party vendors. The policy must be for the date(s) of the event, including set-up and breakdown days.

Liquor Liability Insurance (if alcohol is sold) or Host Liquor Liability Insurance (if alcohol is given away) must be provided if alcohol is to be present at the event.

Insurance Limits:

Minimum limits for event liability insurance are \$1,000,000 per occurrence and in the aggregate depending upon the scope of the event. The minimum limit for Liquor Liability Insurance or Host Liquor Liability Insurance is \$1,000,000 each common cause and in the aggregate.

Additional Insured Status:

The City of Milton must be listed as an additional insured on all insurance coverage. Other additional insured entities may be required, depending on the scope or location of the event.

Certificate of Insurance:

A Certificate of Insurance evidencing the required insurance must be sent to the Office of Economic Development 10 days prior to the event.

The Certificate Holder should read:

City of Milton
6738 Dixon Street
Milton, Florida 32570

The Certificate may be emailed to econdev@miltonfl.org

City Code

In the event of any conflict between any provision of this summary document and City Code, City Code takes precedence.

Questions? Contact the Office of Economic Development at 850-983-1046 / econdev@miltonfl.org