



# SELIP Insurance Program

Special Event Liability Insurance Program

## County of Los Angeles

### SPECIAL EVENTS LIABILITY INSURANCE PROGRAM



### PROVIDING:

#### COMMERCIAL GENERAL LIABILITY

\$1,000,000 PER OCCURENCE / \$1,000,000 GENERAL AGGREGATE

FOR PERMITTED SPECIAL EVENTS HELD ON  
COUNTY OF LOS ANGELES PROPERTY

#### CONTACT NUMBER:

**(949) 349-9825**

#### ON-LINE APPLICATIONS AT:

<https://riskmanagement.lacounty.gov/>

Use Venue Code **4929-000**  
for any County of L.A. Properties

# **SPECIAL EVENTS LIABILITY INSURANCE PROGRAM**

## **County of Los Angeles**

*September 2018*

### **WHAT IS THE SPECIAL EVENTS LIABILITY INSURANCE PROGRAM:**

This policy was designed to provide liability protection for Public Entities that permit public events to be held on the Public Entity's owned or managed property.

**Parties who use County facilities operated by concessionaires, such as Raging Waters, cannot utilize the SELIP Program to obtain insurance. Please refer to your use permit for insurance requirements.**

### **Examples of event classifications:**

1. A group of citizens wants to hold a block party and requests a street closure.
2. A religious group wants to hold a service in a public park.
3. A parade, street fair, sidewalk sale, a wedding, reunion or social gathering taking place on Public Entity property or in an entity owned or managed facility.

*These are just some of the most common examples. Consult the attached Event Schedule for a full range of eligible activities.*

When the event holder contacts the Public Entity for a permit or permission to use a Public Entity facility they would be informed of the insurance requirement and offered the opportunity to access the Master Policy. We can provide a simple handout with a toll free number the event holder can access for additional information or a quotation.

### **HOW DOES THE SPECIAL EVENTS LIABILITY INSURANCE PROGRAM WORK?**

The event sponsor will go to <https://riskmanagement.lacounty.gov/>, click on the "INSURANCE" tab, scroll down to the "SELIP" heading, and click on "VISIT SELIP" link. Next, type in the venue code: **4929 – 000**, and complete the first three steps of the form to obtain the online quote. For further assistance, call a customer service representative at (949) 349-9825 to walk you through the process of determining the correct special event and activities, and what coverage the Public Entity requires. If the event sponsor elects to use the proposed insurance program, they will need to pay the amount of the premium directly online via a payment by credit card option. Upon receipt of payment, a Certificate of Insurance will be issued. **Please refer to attachment at end of this brochure for step by step instructions on how to get a quote.**

At the end of each month, AJG will provide the County of Los Angeles with a copy of all the event sponsors who have been issued coverage through the program. This report includes the name of the sponsor, event name and location, the premium paid, and department requesting the coverage. A copy of each certificate issued will be attached to this report. The County of Los Angeles will also receive a claims status report of any new or ongoing claims.

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1. **Carrier:** One Beacon Insurance Company (AM Best Rated A XII), Admitted
2. **Policy Forms:** Commercial General Liability-New Occurrence Form and Liquor Liability
3. **Policy Limits:**
  - \$1,000,000 General Aggregate
  - \$1,000,000 Per Occurrence
  - \$1,000,000 Products/Completed Operations
  - \$1,000,000 Personal and Advertising Injury
  - \$50,000 Fire Damage Limit Medical Payment Unit
  - \$ Excluded Medical Payments (Any One Person)

### **Third Party Property Damage Insurance Program**

Loss Limit: Aggregate per Event / Occurrence

**\$1,000,000**

Deductible

**\$1,000**

### **Liquor Liability**

Each Common Cause Limit

**\$1,000,000**

Aggregate Limit

**\$1,000,000**

4. **Claims:**

Claims will be reported directly to One Beacon Entertainment at 877-248-3455, or by visiting <http://www.onebeaconentertainment.com/Entertainment/pages/claims/claims-reporting.page?>. It is the responsibility of the event sponsor to report any known claims to the carrier. The County of Los Angeles will also receive monthly claim reports with updated claim statuses.
5. **Additional Insured:**

The following may be added as "Additional Insured" for a charge:

  - a) Adjacent property owners, public or private who grant the Public Entity or the certificate holder access via their premises.
  - b) Public Entity organizations, as pre-approved by the Master Policy holder.
  - c) Event sponsors other than tobacco and alcoholic beverage manufacturers.

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**6. Exclusions:**

The policy contains the following exclusions: Total Pollution; Asbestos; Silica Dust or Toxic Substances; Voluntary Labor; Employment Related Practices; Assault & Battery; Abuse and Sexual Molestation; Professional Liability; Absolute Liquor Liability; Animal Bite; Medical Payments; Computer Related Problems; Amusement Devices; Punitive or Exemplary Damages; Unscheduled Activities; Pyrotechnics (fireworks); Athletic Participant; Independent Contractors.

- 7.** Premium for individual certificate holders will be determined by the exposure and attendance. Class I Risks are those with low or minimal exposure, Class II risks average or medium exposure, Class III risk heavy exposure. Class IV risks require carrier approval, and Class V risks where the exposure is too great for the program are excluded from participation. Host Liquor Liability coverage is provided for Classes I and II at no additional premium charge. Host Liquor provides coverage when “No Liquor is Sold or Included in the Ticket Price.” Liquor Liability coverage is required for all other events that sell liquor or when liquor is included in the ticket or admission price. Liquor Liability for licensed professional bartenders or caterers is not provided. They must provide proof of Liquor Liability coverage and are required by law to have their own coverage. Liquor Liability rates are also provided in the attached Class and Attendance rating tables. The following is a schedule of exposures by class:

# SPECIAL EVENTS LIABILITY INSURANCE PROGRAM

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CLASS I EVENTS – LOW EXPOSURE	
Anniversary Parties	Fishing Events
Antique Shows	Flower Shows
Art Festivals	Garden Shows
Art Shows	Graduations
Auctions	Harvest Festivals - No farm implements, equipment
Award Presentations	Home Shows
Ballets, Other Classical Dance Shows	Jam and Jazz Concerts – Indoors
Banquets	Job Fair – Indoors
Bazaars	Ladies Club Events
Beauty Pageants	Lectures
Body Building Contests	Luncheons
Business Meetings	Meetings – Indoors
Business Shows	Pageants
Birthday Parties	Professional and Amateur Association Meetings
Charity Benefits, Auctions, or Sales	Reunions – Indoors
Church Services or Meetings	Séances
Civic Club Meetings	Scouting Jamborees – No overnight camping
Classic Music Concerts – Indoors	Seminars
Consumer Shows	Social Receptions
Conventions in Buildings	Speaking Engagements
Craft Shows	Symphony Concerts
Debuts	Teleconferences
Debutante Balls	Telethons
Drill Team Exhibitions	Trade Shows – Indoors
Educational Exhibitions	Vacation Shows
Educational Conventions	Voter Registration
Electronics Conventions	Wedding Receptions
Fashion Shows	

Host Liquor Liability is provided for Class I at no additional premium charge. Host Liquor provides coverage when “No Liquor is Sold or Included in the Ticket Price.

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<b>CLASS II EVENTS – MEDIUM EXPOSURE</b>	
Bingo Games	Political Rallies
Classical Music Concerts – Outdoors	Reunions – Outdoors
Festivals and Cultural Events – Indoors	School Band – Competitions or Events
Jam and Jazz Concerts – Outdoors	Soap Box Derbies
Job Fairs – Outdoors	Social Gathering – Outdoor
Meetings – Outdoors	Trade Shows – Outdoors
Old Timer Events	Union Meetings
Picnics held at grounds without pools or lakes	

Host Liquor Liability is provided for Class II at no additional premium charge. Host Liquor provides coverage when “No Liquor is Sold or Included in the Ticket Price.”

<b>CLASS III EVENTS – HIGH EXPOSURE</b>	
Aerobics and Jazzercise Classes or Events	Junior Athletic Games
Baseball	Karate Meets
Basketball	Livestock Shows
Bicycle Rallies (Not Including Races)	Nightclub Shows
Casino and Lounge Shows	Parades – Under 500 Spectators
Country Western Events – No rodeos or rides	Proms
Country Festivals and Fairs – No rides	Softball Events
Festivals and Cultural Events – Outdoors	Sporting Events – Amateur, Indoors
Film Showings	Theatrical Stage Performances
Heads of State Events	Volleyball Events
Ice Skating Shows	

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### **CLASS IV EVENTS**

These risks are considered highly hazardous and are submitted to the insurance company for approval and premium quotation, or deemed as Ineligible Exposure in the events program:

Aircraft and Balloon Events	Marathon (Walking, Running, etc.)
Animal Acts and Shows	Mechanical Amusement Devices
Any event with daily attendance over 5,000	Mobile Home Shows
Any risk with Prior Losses	Motorized Sporting Events
Anything not otherwise classified in the guide	Overnight Camping
Armed private security used at an event	Professional Sporting Activities
Block Parties / Street Closures / Street Fairs	Promoters
Boat Shows	Pyrotechnics
Boxing, Wrestling, Hockey and Football Games	Rap and/or Heavy Metal
Carnivals	Rodeos and Roping Events
Circus and Carnivals – Non Domesticated Animals	Rummage Sales
Concerts – Not Otherwise Classified	RV Shows
Evangelistic Meetings	Sidewalk Sales
Exhibitions	Ski Events
Film Production	Swap Meets
Gun and Knife Shows	Swimming, Swimming Pool Facilities
Gymnastic Competitions	Water Activities or Events
Instructional Classes	Tractor Trailer Pulls

### **CLASS V EVENTS – SAMPLE PROHIBITED AND INELIGIBLE EXPOSURES**

Bungee Jumping	Parasailing
Hang Gliding	Saddle Animals
Hot Air Balloon Rides	Skateboarding
Luge	Sky coaster
Mechanical Bulls	Slam Dancing
Mosh Pits	Tobogganing
Parachuting	Trampolines

# SPECIAL EVENTS LIABILITY INSURANCE PROGRAM

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### ATTENDANCE / PREMIUM SCHEDULE

#### For Events Lasting 1-4 Days, Use Total Attendance of All Days

Total Attendance			Class I*	Class II*	Class III*	Additional Premium for Liquor Liability
1	-	100	\$75.00	\$100.00	\$150.00	\$75.00
101	-	500	\$100.00	\$135.00	\$200.00	\$185.00
501	-	1500	\$150.00	\$185.00	\$310.00	\$260.00
1,501	-	3000	\$200.00	\$315.00	\$425.00	\$375.00
3,001	-	5,000	\$300.00	\$425.00	\$625.00	\$490.00
5,000	and	Over	REFER	REFER	REFER	REFER

*\*Add 10% to the premium for each Additional Insured up to a maximum of \$1,000.*

#### For Events Lasting 5 or More Days, Use Total Attendance of All Days

Total Attendance			Class I*	Class II*	Class III*	Additional Premium for Liquor Liability
1	-	100	\$95.00	\$170.00	\$300.00	\$110.00
101	-	500	\$140.00	\$215.00	\$360.00	\$275.00
501	-	1,500	\$235.00	\$355.00	\$455.00	\$435.00
1,501	-	3,000	\$335.00	\$460.00	\$575.00	\$600.00
3,001	-	5,000	\$450.00	\$625.00	\$785.00	\$750.00
5,001	and	Over	REFER	REFER	REFER	REFER

*\*Add 10% to the premium for each Additional Insured (other than the Program Sponsor and Venue) up to a maximum of \$1,000.*

**\*Please note: There will be a 3% Additional Fee for TRIA (Terrorism Coverage)**

#### Vendors Vicarious Liability Rate Schedule

Coverage under the Vendors Liability Program is not meant as a replacement for the Vendor's own liability insurance coverage. Liability coverage under this program is vicarious liability and covers only the event holder and the Public Entity.

<b>Exhibitors</b>	No Sales	\$45 per day per exhibitor up to a maximum of \$300 per day
<b>Concessionaires</b>	Non-Food Sales	\$65 per day per exhibitor up to a maximum of \$425 per day
<b>Concessionaires</b>	Food Sales	\$75 per day per exhibitor up to a maximum of \$475 per day
<b>Attractions</b>	Performers	\$150 per day per exhibitor up to a maximum of \$950 per day

*Products Liability coverage excluded on vendors, concessionaires, and exhibitors of non-food sales.*



# **SPECIAL EVENTS LIABILITY INSURANCE PROGRAM**

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### **Third Party Property Damage Rating Schedule**

#### **For Events Lasting 1-4 Days,**

<b>Daily Attendance (Spectators/Participants)</b>	<b>Class I*</b>	<b>Class II*</b>	<b>Class III*</b>
A. 1 -100	\$25.00	\$30.00	\$35.00
B. 101 – 500	\$30.00	\$40.00	\$50.00
C. 501 – 1500 -	\$35.00	\$50.00	\$65.00
D. 1,501 - 3000 -	\$40.00	\$60.00	\$80.00
E. 3,001 -5000 -	\$45.00	\$70.00	\$95.00
F. 5001 and Over	REFER	REFER	REFER

#### **For Events Lasting 5 or more Days**

<b>Daily Attendance (Spectators/Participants)</b>	<b>Class I*</b>	<b>Class II*</b>	<b>Class III*</b>
A. 1 -100	\$30.00	\$50.00	\$75.00
B. 101 – 500	\$40.00	\$65.00	\$95.00
C. 501 – 1500	\$50.00	\$75.00	\$105.00
D. 1,501 - 3000	\$60.00	\$95.00	\$115.00
E. 3,001 - 5000	\$70.00	\$110.00	\$130.00
F. 5000 and Over	REFER	REFER	REFER



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## SELIP Purchasing Instructions

To access the SELIP program, please visit: <https://riskmanagement.lacounty.gov/>, click on the "INSURANCE" tab, scroll down to the "SELIP" heading, and click on "VISIT SELIP" link.

**You should be directed to the following screen:**

The screenshot shows a web browser window with the URL <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>. The page header includes the TULIP logo (an orange tulip icon) and the text "TULIP Tenant Users Liability Insurance Policy". To the right is the "specialty advantage INSURANCE SERVICES" logo. Below the header, the page title is "TULIP Program" with a phone icon and the number "800.507.8414" and hours "8:30 a.m. - 5 p.m. PT Monday through Friday". A progress bar shows six steps: Step 1 Confirm Venue (highlighted), Step 2 Event Details, Step 3 Get Quote, Step 4 Confirm, Step 5 Summary, and Step 6 Make Payment. A blue information box states: "Do not use your browser's 'Back' button during this process or information you entered may be lost." The main heading is "1 Confirm Your Venue". Below it is a form with the label "Enter your Venue ID Code:" followed by two input fields and the text "Or search below". Another blue information box says: "The address shown below may be the mailing address for the venue and not the address where the event is being held." Below this are three input fields labeled "Venue Name", "Address", and "City, State Zip". A final blue information box states: "Your venue needs to be a participating facility. If your venue did not provide you with a Venue ID Code, call 1-800-507-8414. You may also try to locate your venue using the search below." At the bottom, there is a search bar with the text "Or search for your Venue:" and a "Search" button.



## Steps to purchasing a Special Event Liability Insurance Program Policy


1. Type in the County of Los Angeles Venue Code: **4929 – 000**.


\*You will notice that the County of Los Angeles address information will auto-populate.

### Confirm Your Venue

Enter your Venue ID Code:  -  Or search below

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 The address shown below may be the mailing address for the venue and not the address where the event is being held.

 Your venue needs to be a participating facility. If your venue did not provide you with a Venue ID Code, call 1-800-507-8414. You may also try to locate your venue using the search below.

Or search for your Venue:

2. Click the NEXT button on the bottom of the page.



3. The next step is to input your event details.

## TULIP Program

Get a quote or purchase insurance for your event.

800.507.8414  
8:30 a.m. - 5 p.m. PT  
Monday through Friday

Step 1 Confirm Venue   **Step 2 Event Details**   Step 3 Get Quote   Step 4 Confirm   Step 5 Summary   Step 6 Make Payment

**i** Do not use your browser's "Back" button during this process or information you entered may be lost.

### 2 Enter Your Event Details

Select your event from the list of eligible activities below:

Select an eligible activity

**i** Any event not listed in the eligible activity list does not qualify for the Tulip program. [View the list of ineligible events.](#)

Yes  No Have you held this event before?

Yes  No If yes, were there any losses or claims?

Yes  No Will there be armed security at this event?

Yes  No Are security personnel police officers?

Yes  No Are you a promoter?  
[A promoter is a company in the business of financing or organizing events for profit. One who assumes the financial responsibilities of the event.](#)



- After you answer the five questions you need to select your event date. Type in your event name and answer several additional questions.

Select the date(s) for your event:

**i** In your selection, include the days required for setup and take down for the event.

**i** If your event will extend past midnight, include the following day in your selection.

**Select the dates for your event:**

August 2018							September 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	1	2	3	4	5	6

\* Event name:  Event length:

Yes  No \* Do you require liquor liability coverage?  
*If you are selling liquor at your event, select this coverage. If you are providing...*

\* Average daily attendance?

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**i** Complete this section only if vendors participating in your event do not carry their own insurance. This coverage offers protection for you should a claim arise as a result of the vendor's negligence.

How many concessionaires will sell food products?

How many concessionaires will sell non-food products?

How many exhibitors that **do not** sell products or services?

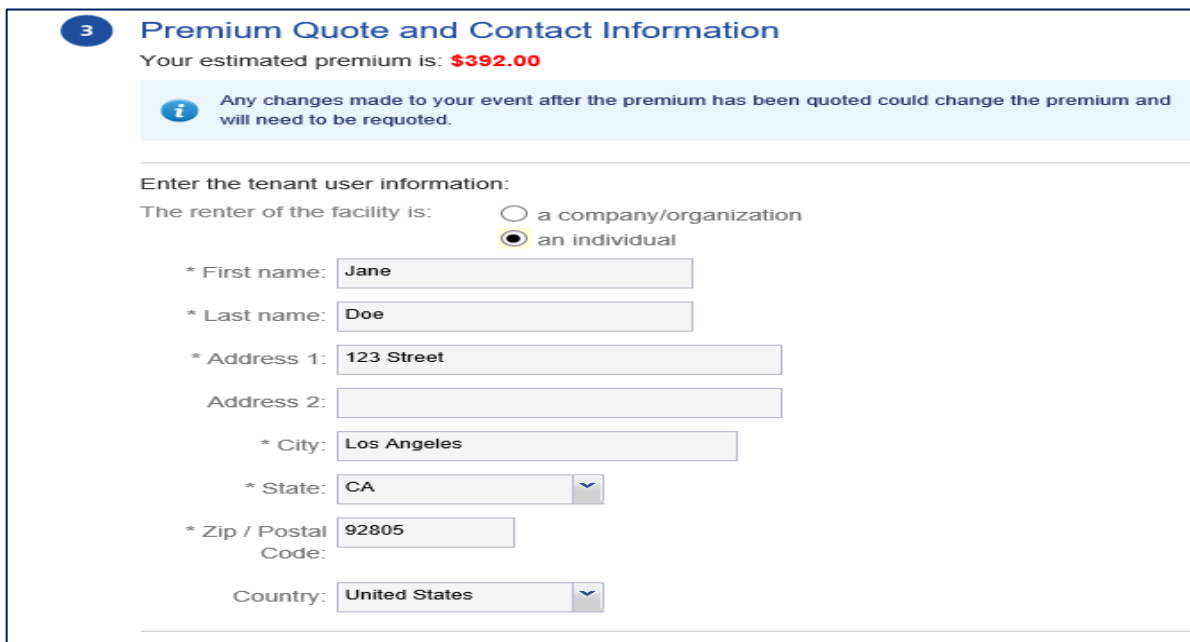
How many attractions will be there, including performers?

Click on the quote button once you have inserted all of the required information.

5. Please choose an activity and select the "Get Quote" button.



6. After you press the "Get Quote" button, the system automatically generates your estimated premium amount.



7. You will need to add all of the contact information for the event sponsor as well as the contact information for the individual handling the SELIP policy.

Enter a contact for the insurance policy:

\* First name:

\* Last name:

\* Phone:   
example: 123-456-7890

\* Email:   
example: name@company.com

Check here if address same as above.

Address 1:

Address 2:

\* City:

\* State:  ▼

\* Zip / Postal Code:

Country:  ▼

Please click "NEXT" once you have typed in all of the contact information.



- The next step is to review and confirm all the information you have inserted for the event. Once you have confirmed please check off the "Agree & Accept" boxes and click "COMPLETE".

Step 1 Confirm Venue   Step 2 Event Details   Step 3 Get Quote   **Step 4 Confirm**   Step 5 Summary   Step 6 Make Payment

**i** Do not use your browser's "Back" button during this process or information you entered may be lost.

### 4 Review and Confirm Information

Facility: Venue ID Code: 4929 - 000

Facility Name: County of Los Angeles

Agree & Accept:

- I agree that the above information is correct to the best of my knowledge.
- I have reviewed the insurance contract and refund policy posted below:


[← BACK](#) [COMPLETE →](#)



- After you click “Complete” you will be able to see a summary of your coverages and limits.

## TULIP Program

Get a quote or purchase insurance for your event.



800.507.8414  
8:30 a.m. - 5 p.m. PT  
Monday through Friday

Step 1  
Confirm Venue


Step 2  
Event Details

Step 3  
Get Quote

Step 4  
Confirm

Step 5  
Summary

Step 6  
Make Payment

 Do not use your browser's "Back" button during this process or information you enter may be lost.

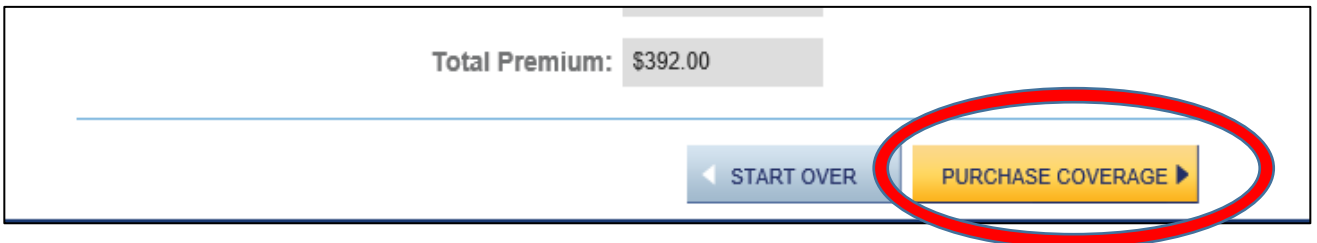
5

### Summary

**Coverage:**

General Aggregate:	None
Products / Completed Operations:	\$1,000,000
Personal / Advertising Injury:	\$1,000,000
Each Occurrence:	\$1,000,000
Fire Damage:	\$50,000
Third Party Property Damage (Limit):	\$1,000,000
Third Party Property Damage (Deductible):	\$1,000

10. The last and final step is to purchase and pay for your policy. To do so, please click on the "PURCHASE COVERAGE" button and you will be taken to the payment tab.



### TULIP Program

Get a quote or purchase insurance for your event.

Step 1 Confirm Venue   Step 2 Event Details   Step 3 Get Quote   Step 4 Confirm   Step 5 Summary   Step 6 Make Payment

**i** Do not use your browser's "Back" button during this process or information you enter may be lost.

Enter Billing Information

**Amount**  
\$ 392.00

**Payment Method**

Credit Card

eCheck

**First Name**

**Last Name**



Once you enter your payment information, please select the “PAY” button.

### Enter Payment Information

**Card Type**

VISA®  
 Mastercard®  
 American Express®  
 Discover®

**Credit Card Number**

**Card CVV**

 ×  

**Expiration Date**

Month:  
 ▼

Year:  
 ▼

If you have questions or are having trouble accessing the website; please call Jackie Godinez at Arthur J. Gallagher & Co. at 949-349-9825. Alternatively, you may contact OneBeacon Entertainment SELIP help desk at 800-507-8414, Monday through Friday between 8:30 A.M. and 5:00 P.M. Pacific Time.

**Thank you for your interest in the Gallagher Special Event Liability Program for the County of Los Angeles Insurance Program.**