



TO: Pavilion Users
FROM: Stacie Barnum, Assistant Parks & Recreation Director
RE: Alcohol Liability Insurance

If you are serving, and **NOT** selling, you do not need to purchase Liquor Liability in **ADDITION** to Liability Insurance.

ALCOHOL: If alcohol will be present at a function, the renter must obtain a permit from the Washington State Liquor Control Board online at <http://liq.wa.gov/licensing/banquet-permits>. (Banquet permits cost \$10 per day for your event, so, a three day events costs \$30. Note that you will need an email address and a credit or debit card to complete this transaction. If you do not find the email with attachment in your inbox, please check your “junk” or “spam” folders before contacting LCB Licensing Customer Service Desk for support.) A copy of the permit must be provided to the Pavilion Supervisor and a copy must be posted in the building during the event.

A certificate of insurance for comprehensive liability (liquor liability is not required) with a minimum amount of \$1million per occurrence, **naming the City of Aberdeen** as an additional insured, is required a minimum of (1) one week before the scheduled event.

*If renter is **selling**, manufacturing or distributing alcohol, then additional coverage for Liquor Liability is also required. (Select “YES” when asked if Liquor Liability Coverage is needed.)

Some options to obtain insurance include, but are not limited to: contacting your Home Owners Insurance Company/Organization’s Insurance Company (**this is probably the cheapest option**); contacting any insurance company; or obtaining insurance through the **Washington Cities Insurance Authority** at www.ebi-ins.com/tulip. Enter the Facility/Venue/Entitiy ID: **0465-001**.

When filling out the form online you will be asked the following:
“Do you require liquor liability coverage?” The answer is, **NO**.

If you have any questions or concerns, please feel free to contact me at 537-3248.

Sincerely,

Stacie Barnum
ASSISTANT PARKS & RECREATION DIRECTOR

