



FACILITY & PARK USE RENTAL APPLICATION  
 CITY OF SAN JUAN CAPISTRANO  
 COMMUNITY SERVICES DEPARTMENT  
 25925 CAMINO DEL AVION, SAN JUAN CAPISTRANO, CA 92675  
 P: (949) 493-5911

**Submission of reservation application permit does not guarantee approval.**

Name of Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Purpose of Use: \_\_\_\_\_

Suite Number: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Date(s) of Rental: \_\_\_\_\_ Number of Rental Hours: \_\_\_\_\_

Day (*Circle One*): Sun Mon Tues Wed Thur Fri Sat Number in Attendance: \_\_\_\_\_

Set-Up Time: Begin at \_\_\_\_\_ End at \_\_\_\_\_

Event Hours: Begin at \_\_\_\_\_ End at \_\_\_\_\_

Clean-Up Time: Begin at \_\_\_\_\_ End at \_\_\_\_\_

**BUILDINGS**

- Community Center**  1/4  1/2  Full  Kitchen  Patio  Porch  Courtyard  
 Conference Room  Meeting Room  Parking Lot
- La Sala Building**  La Sala Auditorium  La Sala Courtyard  La Sala Foyer  La Sala Kitchen
- Nydegger Building**  Nydegger Building  Nydegger Patio
- Reata Park**  Limo Barn  Welcome Center

**PARKS**

- Descanso Park  Los Rios Park  Historic Town Center Park  Reata - Event Center  
 La Novia Park - Picnic/BBQ Area  La Novia Park - Green Belt  
 Other \_\_\_\_\_

**ALCOHOLIC BEVERAGE INFORMATION**

Will alcoholic beverages be served at your activity?  Yes  No

Will alcoholic beverages be sold at your activity?  Yes  No

If alcoholic beverages are to be served or sold: (1) A liquor permit application form must be attached to this application. (2) Alcoholic beverages will be allowed on site only if a City-issued liquor permit has been issued for this activity. (3) Alcoholic beverages must be served by and served to persons 21 years of age and older. (4) When alcohol is to be sold, a photocopy of the Alcoholic Beverage Control license must be submitted to the city a minimum of seven working days prior to the event.

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

**FEES:**

- Cleaning/Compliance Deposit: \$ \_\_\_\_\_  
 Courtyard : \$ \_\_\_\_\_  
 Electricity : \$ \_\_\_\_\_  
 Facility/Park Rental : \$ \_\_\_\_\_  
 Kitchen : \$ \_\_\_\_\_  
 Liability insurance : \$ \_\_\_\_\_  
 Liquor Permit : \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ : \$ \_\_\_\_\_  
 Total : \$ \_\_\_\_\_

Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

# FACILITY USE PERMIT MUNICIPAL CODE REQUIREMENTS

1. Requests to use generators, tents, gazebos, signage, Public Address System (P.A.), pony rides, bounces houses, or any portable Structure must be included on the facility use application. Other permits may be required. Based upon the nature of the event, additional City staff may be imposed as a condition of approval. Any expense incurred as a result of additional requirements shall be the responsibility of the applicant.
2. Applicant is to ensure that the activity and/or the volume on the P.A. do not become disruptive to the businesses and residents neighboring the City buildings. Noise is prohibited after 9:00 p.m. Should an activity become disruptive to the neighborhood, renter will be asked to either turn down or turn off the volume on P.A. system. Failure to comply will result in facility use cancellation and all fees will be forfeited by the applicant.
3. Nydegger Building: No live amplified music. Amplification is limited to "Public Address System", which consists of an integrated microphone, amplifier, and speaker sound system. All amplification must remain indoors, with doors closed.
4. No smoking/vaping in parks.
5. **Library Courtyard**
  - a. No music during library hours.
  - b. No use of amplification during library hours.
  - c. Applicant and guests must not use the library facility as part of their event.
6. Permit holder shall ensure all event equipment is installed per the manufacturer's specifications.

## EVENT CHECKLIST

(Check applicable items for your event)

AFTER THIS CHECKLIST IS SUBMITTED, WE WILL NOTIFY YOU AS TO WHICH ITEM(S) WILL BE APPROVED

- |   |   |
|---|---|
| <input type="checkbox"/> Alcohol                              | <input type="checkbox"/> D.J.               |
| <input type="checkbox"/> Amplified Sound (Subject for Review) | <input type="checkbox"/> Electricity        |
| <input type="checkbox"/> Balloons                             | <input type="checkbox"/> Food               |
| <input type="checkbox"/> Barbecue                             | <input type="checkbox"/> Live Entertainment |
| <input type="checkbox"/> Bounce House                         | <input type="checkbox"/> Portable Restrooms |
| <input type="checkbox"/> Candles (Battery Only)               | <input type="checkbox"/> Portable Signs     |
| <input type="checkbox"/> Canopy or Tent                       | <input type="checkbox"/> Security Guard(s)  |
| <input type="checkbox"/> Dance Floor                          | <input type="checkbox"/> Stage              |
| <input type="checkbox"/> Other: _____                         |   |

Please submit this completed application to: Attn: Community Services Department  
City of San Juan Capistrano  
25925 Camino del Avion  
San Juan Capistrano, CA 92675

communityservices@sanjuancapistrano.org  
(949) 493 - 5911

This reservation application permit is issued in accordance with the policies outlined in Administrative Policy No. 610. All reservation forms must be signed and returned along with all deposits before consideration of use approval. Submission of application does not guarantee approval.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff Approval

\_\_\_\_\_  
Date



CITY OF SAN JUAN CAPISTRANO  
COMMUNITY SERVICES DEPARTMENT  
APPLICATION TO SELL AND CONSUME  
ALCOHOLIC BEVERAGES IN CITY FACILITIES

(Exception to Section 5-3.02 of the San Juan Capistrano Municipal Code)

Name of Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Purpose of Use: \_\_\_\_\_

Suite Number: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Date(s) of Rental: \_\_\_\_\_ Day(Circle One): Sun Mon Tues Wed Thur Fri Sat

Number of Rental Hours: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_

Set-Up Time: Begin at \_\_\_\_\_ End at \_\_\_\_\_

Event Hours: Begin at \_\_\_\_\_ End at \_\_\_\_\_

Clean-Up Time: Begin at \_\_\_\_\_ End at \_\_\_\_\_

**(Staff Use Only)** Alcohol service hour's: \_\_\_\_\_

Please note that the following requirements must be met:

1. When alcoholic beverages are to be sold, this "*Application to Sell and Consume Alcoholic Beverages in Public Areas*" must be completed.
2. No more than two (2) drinks will be served to a customer at a time.
3. Beer will be served in cups not larger than sixteen (16) ounces. Wine and mixed drinks will be served in cups no larger than ten (10) ounces. (Note: mixed drinks can be served only at the Community Center)
4. Alcohol serving / consumption will be terminated prior to the closure of the event each day.
  - a. If event time is less than five hours in duration, the event organizers will determine when serving / consumption will terminate.
  - b. If event time is at least five hours, but less than six hours in duration, serving / consumption of alcoholic beverages will terminate one hour prior to the closure of the event.
  - c. If event time is six hours or more in duration, serving / consumption of alcoholic beverages will terminate two hours prior to the close of the event.
  - d. The time of termination of serving / consumption of alcoholic beverages will be specified on the Alcoholic Beverage Permit issued by the City.
5. Applicant will provide security guard for the event, at applicant's expense, to ensure compliance of all restrictions. Applicant to ensure that security guard monitors entry and exit points; restricts alcoholic beverages from being taken out of the secured area; checks identification of patrons served alcoholic beverages to ensure they are at least 21 years of age.

- 6.A security plan must be submitted to and approved by City.
- 7.Applicant must submit certificate of insurance, naming the City as additional insured, and a liability endorsement form, per City's regulations.
- 8.The written consent to sell and consume alcoholic beverages received from the City and the ABC issued-license shall be kept on site at all times during the event.

Alcohol Beverage Control (ABC): 714 - 558 - 4101 (Please call ABC for information)  
 ABC is located at: 28 Civic Center Plaza, Santa Ana, CA 90701.

**Please submit the following along with this application:**

- 1.A copy of the written security plan you intend to use for your event. This will be reviewed and approved by the Chief of Police Services. This security plan must include:
  - a. a)site plan showing the area where alcoholic beverages will be served and consumed.
  - b.the entry and exit points to the secured area
  - c. a confirmation letter from the selected security company
- 2.Certificate of liability insurance and endorsement, in form acceptable to the City
- 3.A permit fee of \$56.90 payable to the City of San Juan Capistrano

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

The consent of the City to grant an exemption from Section 5-3.02 of the Municipal Code may be immediately revoked, without prior notice, by the City Manager or his delegate, the Chief of Police Services, or any Deputy Sheriff if any condition of the written permission is violated, the public safety is perceived to be endangered, or if any violation of law is committed.

Please submit this completed application to:

Attn: Community Services  
 City of San Juan Capistrano  
 25925 Camino del Avion  
 San Juan Capistrano, CA 92675

\_\_\_\_\_  
 Signature of Staff Approval

\_\_\_\_\_  
 Date



# SAN JUAN CAPISTRANO RENTAL FEES

| FACILITY                        |                | MAX. OCCUP. | SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | SAN JUAN CAPISTRANO BUSINESSES | NON- SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | NON - SAN JUAN CAPISTRANO BUSINESSES & REVENUE GENERATING EVENTS |
|---------------------------------|----------------|-------------|---|--------------------------------|--|--|
| <b>HOURLY RATE</b>              |                |             |   |                                |  |  |
| <b>Full Community Hall</b>      | Banquet: 225   | 300         | \$132.43                                    | \$156.22                       | \$180.02   | \$360.04   |
|                                 | Theater: 300   |             |   |                                |  |  |
| <b>Half Community Hall</b>      | Banquet: 144   | 202         | \$84.84                                     | \$107.60                       | \$144.84   | \$287.62   |
|                                 | Theater: 202   |             |   |                                |  |  |
| <b>One-Third Community Hall</b> | Banquet: 75    | 115         | \$72.42                                     | \$96.22                        | \$121.05   | \$240.02   |
|                                 | Theater: 115   |             |   |                                |  |  |
| <b>Conference Room</b>          | Max: 30        | 14          | \$24.83                                     | \$48.63                        | \$72.42  | \$144.84   |
|                                 | Conference: 14 |             |   |                                |  |  |
| <b>Meeting Room</b>             | 30             |             | \$30.00                                     | \$54.83                        | \$77.59  | \$156.22   |

| ROOM               | SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | SAN JUAN CAPISTRANO BUSINESSES | NON- SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | NON - SAN JUAN CAPISTRANO BUSINESSES & REVENUE GENERATING EVENTS |
|--------------------|---|--------------------------------|--|--|
| <b>PER EVENT</b>   |   |                                |  |  |
| Kitchen*           | \$75.00                                     | \$75.00                        | \$75.00  | \$125.00   |
| Porch*             | \$27.93                                     | \$27.93                        | \$27.93  | \$55.87  |
| Patio*             | \$27.93                                     | \$27.93                        | \$27.93  | \$55.87  |
| Courtyard*         | \$181.05                                    | \$181.05                       | \$181.05   | \$181.05   |
| Alcohol Permit Fee | \$56.90                                     |                                |  |  |

**\*Must be in conjunction with rental of Community Hall**

| REFUNDABLE CLEANING & COMPLIANCE DEPOSIT                      |          |          |  |
|---|----------|----------|--|
| ATTENDANCE  | MEETINGS | PARTIES  | OTHER RENTALS  |
| 100 or Less   | \$100.00 | \$300.00 | Amount of cleaning and compliance deposit will be based on type of activity. |
| 100 or More   | \$300.00 | \$400.00 |  |
| Any rentals with alcohol have an additional \$200.00 deposit. |          |          |  |

## DEPOSIT REFUND POLICY:

The cleaning and compliance deposit is refundable, based on the cleanliness of the site after the event, an assessment of damage/repairs to the site associated with the rental, combined with level of compliance with City regulations by renters and guests. Deposits made by check will be deposited with the rental payment prior to the date of the rental. After the rental, the amount of the deposit to be refunded will be made via City check. The refund process will take two (2) to four (4) weeks. Deposits made by cash or check will be processed within two (2) to four (4) weeks. Deposits made by credit card will be processed forty-eight (48) to seventy-two (72) hours after the event. Rental requests made less than fourteen (14) days prior to the date of the event: If the request can be approved in this short amount of time, all payments, including deposit, must be made in cash, money order, cashier's check, or credit card. Checks will not be accepted in this case.

## CANCELLATION POLICY:

Cancellation Policy-All cancellations will be based on a percentage of deposit:

25% of deposit is forfeited if cancelled prior to 90 days of event\*

50% of deposit is forfeited if cancelled within 90-31 days of event\*

100% of deposit is forfeited if cancelled prior to 30 days of event\*

+cancellation fees due to inclement weather will be waived for outdoor facility rentals



# SAN JUAN CAPISTRANO RENTAL FEES

| FACILITY                                  | MAX. OCCUP.  | SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | SAN JUAN CAPISTRANO BUSINESSES | NON - SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | NON - SAN JUAN CAPISTRANO BUSINESSES & REVENUE GENERATING EVENTS |
|---|--------------|---|--------------------------------|---|--|
| <b>HOURLY RATE</b>                        |              |   |                                |   |  |
| <b>La Sala Auditorium</b>                 | Banquet: 75  | \$67.25                                     | \$102.42                       | \$137.60  | \$276.24   |
|   | Theater: 100 |   |                                |   |  |
| <b>La Sala Courtyard</b>                  | Banquet: 100 | \$67.25                                     | \$102.42                       | \$137.60  | \$276.24   |
|   | Theater: 150 |   |                                |   |  |
| <b>La Sala Foyer</b>                      | 15           | \$24.83                                     | \$36.21                        | \$48.63   | \$96.21  |
| <b>La Sala Auditorium &amp; Courtyard</b> | 175          | \$121.05                                    | \$191.40                       | \$263.82  | \$528.67   |
| <b>Nydegger Building</b>                  | Banquet: 105 | \$37.24                                     | \$60.00                        | \$84.84   | \$168.64   |
|   | Theater: 100 |   |                                |   |  |
| <b>Reata Limo Barn</b>                    | 300          | \$132.43                                    | \$156.22                       | \$180.02  | \$360.04   |
| <b>Welcome Center</b>                     | 15           | \$30.00                                     | \$54.83                        | \$77.59   | \$156.22   |

| ROOM               | SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | SAN JUAN CAPISTRANO BUSINESSES | NON - SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | NON - SAN JUAN CAPISTRANO BUSINESSES & REVENUE GENERATING EVENTS |
|--------------------|---|--------------------------------|---|--|
| <b>PER EVENT</b>   |   |                                |   |  |
| La Sala Kitchen*   |   | \$34.14                        |   | \$67.25  |
| Nydegger Kitchen*  |   | \$34.14                        |   | \$67.25  |
| Alcohol Permit Fee |   |                                | \$56.90   |  |

**\*Must be in conjunction with rental of Facility**

| REFUNDABLE CLEANING & COMPLIANCE DEPOSIT                      |          |          |  |
|---|----------|----------|--|
| ATTENDANCE  | MEETINGS | PARTIES  | OTHER RENTALS  |
| 100 or Less   | \$100.00 | \$300.00 | Amount of cleaning and compliance deposit will be based on type of activity. |
| 100 or More   | \$300.00 | \$400.00 |  |
| Any rentals with alcohol have an additional \$200.00 deposit. |          |          |  |

## DEPOSIT REFUND POLICY:

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100% of deposit is forfeited if cancelled prior to 30 days of event\*

+cancellation fees due to inclement weather will be waived for outdoor facility rentals



# SAN JUAN CAPISTRANO RENTAL FEES

| ATTENDANCE          | SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | SAN JUAN CAPISTRANO BUSINESSES | NON- SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | NON - SAN JUAN CAPISTRANO BUSINESSES & REVENUE GENERATING EVENTS |
|---------------------|---|--------------------------------|--|--|
| 3 HOUR HOUR MINIMUM | <b>HOURLY RATE</b>                          |                                |  |  |
| <b>100 or LESS</b>  | \$24.83                                     | \$36.21                        | \$48.63  | \$95.18  |
| <b>101 - 250</b>    | \$36.21                                     | \$48.63                        | \$58.97  | \$120.01   |
| <b>251 - 350</b>    | \$48.63                                     | \$58.97                        | \$72.42  | \$144.84   |
| <b>351 +</b>        | \$58.97                                     | \$72.42                        | \$83.80  | \$168.64   |

| ADDITIONAL FEES      | SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | SAN JUAN CAPISTRANO BUSINESSES | NON- SAN JUAN CAPISTRANO RESIDENTS & NON PROFITS | NON - SAN JUAN CAPISTRANO BUSINESSES & REVENUE GENERATING EVENTS |
|----------------------|---|--------------------------------|--|--|
|                      | <b>HOURLY</b>                               |                                |  |  |
| Electricity*         |   |                                | \$12.00  |  |
| Field Use Fee*       |   |                                | \$11.38  |  |
| Alcohol Permit Fee** |   |                                | \$56.90  |  |

\* If available.

\*\*Alcohol only available at Reata Park - Event Center - All other parks no alcohol is permitted.

| <b>REFUNDABLE CLEANING &amp; COMPLIANCE DEPOSIT</b>             |                            |
|---|----------------------------|
| ATTENDANCE  | PARTIES                    |
| 100 or Less   | \$150.00                   |
| 101 - 250   | \$200.00                   |
| 251 - 350   | \$300.00                   |
| 351 - 450   | \$500.00                   |
| 451 +   | Deposit will be Determined |
| Any rentals with alcohol have an additional \$200.00 deposit.** |                            |

\*\*Alcohol only available at Reata Park - Event Center - All other parks no alcohol is permitted.

## DEPOSIT REFUND POLICY:

The cleaning and compliance deposit is refundable, based on the cleanliness of the site after the event, an assessment of damage/repairs to the site associated with the rental, combined with level of compliance with City regulations by renters and guests. Deposits made by check will be deposited with the rental payment prior to the date of the rental. After the rental, the amount of the deposit to be refunded will be made via City check. The refund process will take two (2) to four (4) weeks. Deposits made by cash or check will be processed within two (2) to four (4) weeks. Deposits made by credit card will be processed forty-eight (48) to seventy-two (72) hours after the event. Rental requests made less than fourteen (14) days prior to the date of the event: If the request can be approved in this short amount of time, all payments, including deposit, must be made in cash, money order, cashier's check, or credit card. Checks will not be accepted in this case.

## CANCELLATION POLICY:

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25% of deposit is forfeited if cancelled prior to 90 days of event\*

50% of deposit is forfeited if cancelled within 90-31 days of event\*

100% of deposit is forfeited if cancelled prior to 30 days of event\*

+cancellation fees due to inclement weather will be waived for outdoor facility rentals



# CITY - SECURITY GUARD SERVICES

The City reserves the right to require security guard services at any activity held in a City building or park. This service is to be provided at the renter's expense.

- Renter is to call one of the security guard services listed below to make arrangements
- Security service is to be scheduled the entire time of the rental, including during set up and take down
- The number of guards to be onsite during the rental is to be one (1) guard per seventy-five (75) attendees
- Renter is to make payment directly to security guard service
- The City cannot process an application without a confirmation letter from the selected security guard service
- Renter is to direct the security guard service to forward a letter of confirmation to the City that includes:
  1. Date service is to be provided
  2. Time of guard's arrive and departure (include set up and take down)
  3. Name of renter (your name)
  4. The number of guards to be on site
  5. The after-hours and/or emergency telephone number to reach the security guard service in case the guard(s) does not arrive

Following is a listing of City approved security guard services:

American 1 Airtight Security  
46 North Central Ave.  
Upland, CA 91786  
Toll Free: (888) 772-8765 or (949) 248-2994

Mission Protection Services  
22600 G Lambert 1405  
Lake Forest, CA 92630  
Office: (800) 416-8369  
Cell: (949) 878-2361





# CITY - ISSUED INSURANCE FEE SCHEDULE & INSURANCE REQUIREMENTS

## WHEN INSURANCE IS REQUIRED:

Renter has the option of providing their own insurance or purchasing insurance from the City (pending event coverage being available for the type of event proposed).

When renter provides their own insurance, the following must be included:

### 1. Certificate of Liability Insurance to include:

- Coverage in the amount of \$1,000,000, per occurrence
- Name the City of San Juan Capistrano as additional insured
- “Description” section is to list a few words describing the rental (example: picnic / BBQ / live music concert /etc)
- “Certificate Holder” section is to list:

City of San Juan Capistrano

Attn: Community Services Department

25925 Camino del Avion

San Juan Capistrano, CA 92675

- If alcohol will be served, the liability certificate must state “Liquor Liability included”

### 2. Liability Endorsement Form (Renter’s insurance company can use their own endorsement form, or they can use the City’s. If renter /insurance company would like a copy of the City’s endorsement form, please call and request a copy)

**NOTE: Renters providing their own insurance MUST provide BOTH of the documents listed above**

When renter purchases insurance through the City:

If renter would like to purchase insurance through the City, please call for a price. Price of insurance varies with the type of event. The “hazard level” of the event and the number of attendees are key factors in determining the price of the insurance policy.

For further information regarding insurance, please call Community Services Department, at (949) 493-5911

| ACTIVITY   | ATTENDANCE                             | FEE*             |
|--|--|------------------|
| <b>No Alcohol (Hazard Level 1)</b> <ul style="list-style-type: none"> <li>• Events with No Alcohol</li> <li>• Wedding Receptions</li> <li>• Most activities or meetings with 100 or more attendees</li> </ul>              | 1-100                                  | \$ 87.00         |
|  | 101-500                                | \$ 122.00        |
|  | 501-1500                               | \$ 182.00        |
|  | 1501-3000                              | \$ 236.00        |
|  | 3001-5000                              | \$ 358.00        |
|  | 5000+                                  | To Be Determined |
| <b>Hazard Level 2</b> <ul style="list-style-type: none"> <li>• Events With Alcohol</li> <li>• Wedding Receptions with any number of attendees</li> <li>• Most activities or meetings with 100 or more attendees</li> </ul> | 1-100                                  | \$ 128.00        |
|  | 101-500                                | \$ 222.00        |
|  | 501-1500                               | \$ 263.00        |
|  | 1501-3000                              | \$ 439.00        |
|  | 3001-5000                              | \$ 561.00        |
|  | 5000+                                  | To Be Determined |
| <b>Hazard Level 3</b> <ul style="list-style-type: none"> <li>• Classes</li> <li>• Concerts</li> </ul>  | Contact Community Services for Details |                  |

\*New Rates are annually assessed and is conducted by the insurance provider to determine whether a fee increase will take effect each January.

REV. 07/2023



# CITY - ISSUED INSURANCE FEE SCHEDULE & INSURANCE REQUIREMENTS

## **THIS IS A SAMPLE ONLY**

### **Endorsement: Additional Insured Information**

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY

**PLEASE NOTE: THE POLICY NUMBERS ON THE ENDORSEMENT AND THE CERTIFICATE OF LIABILITY MUST BE IDENTICAL. IF THE POLICY NUMBERS DO NOT MATCH, WE WILL NOT ACCEPT EITHER DOCUMENT.**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of San Juan Capistrano, its officials, employees and agents  
% Community Services Department  
25925 Camino del Avion  
San Juan Capistrano, Ca 92675

(If no entry appears above information required to complete this endorsement will be shown in Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of “your work: for that insured by or for you.