

## IMPORTANT INSURANCE NOTE FOR RENTERS

As of July 1, 2022, the Foster City Recreation Center will no longer purchase insurance for rentals. Insurance is still required in the following situations:

- Any indoor party or reception (regardless if alcohol is served or not).
- Any outdoor picnic/party that is serving alcohol.
- Any other event that is determined to require insurance by the Foster City Parks and Recreation Department.

You may either request a Certificate of Liability insurance from your homeowner's or renter's insurance carrier, or you may purchase event insurance through a company like AAA, Geico, or [theeventhelper.com](http://theeventhelper.com)

Any insurance certificates provided to the City must include the following (this information may be given to the vendor or insurance carrier so the certificate form is properly filled out):

1. Date of the event.
2. The City of Foster City requires a \$1,000,000 comprehensive liability insurance policy.
3. The City of Foster City must be named as additional insured. Wording on the insurance certificate should read: "The City of Foster City, its elected and appointed officials, employees, volunteers, and agents are named as additional insured."

The additional insured address is:

City of Foster City/Estero Municipal Improvement District  
650 Shell Blvd.  
Foster City, CA 94404  
ATTN: Bob Koehler

The certificate of insurance is due 30 days prior to your event, and can be emailed, U.S. mailed or dropped off at the Foster City Recreation Center at 650 Shell Blvd. Email: [bkoehler@fostercity.org](mailto:bkoehler@fostercity.org)