



TO: Pavilion Users

FROM: Austin Weber, 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 about \$10 per day for your event. 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.)

Insurance:

Some options to obtain insurance include, but are not limited to: contacting your Home Owners Insurance Company/Organization’s Insurance Company. Or, Gather Guard <https://gatherguard.com/>
Code: 0465 Venue ID: 005 (this is probably one of the cheaper options) or contacting any insurance company.

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 360-537-3248.

Sincerely,

Austin Weber
Assistant Parks and Recreation Director