

## Liability Insurance Requirements for Facility Rentals

Insurance is required for rentals of all Contra Costa County Facilities and Baseball Fields. A certificate of insurance is acceptable as evidence of insurance.

Certificates will not be processed without a contact name and phone number, as well as a business description, so we may determine liability coverage.

### Requirements for All

1. Certificate must be **signed** by the insurance company's authorized representative.
2. Contra Costa County, 255 Glacier Drive, Martinez, CA 94553, must be listed as the Certificate Holder.
3. Certificate Holder (Contra Costa County) must be named as Additional Insured.
4. Business contact name and phone number are required on certificate.  
Also indicate on certificate the event name, location, and date.
5. Certificates can be submitted via U.S. mail, email or dropped off during facility office hours. It is your responsibility to contact the Facility Coordinator to confirm receipt of the certificate.
6. Minimum general liability insurance requirements are \$1,000,000.00 per occurrence.

**MonTaraBay Community Center**

[MonTaraBay@gmail.com](mailto:MonTaraBay@gmail.com)

2250 Tara Hills Drive

San Pablo CA 94806

**Lefty Gomez Community Center**

[RodeoCtr@gmail.com](mailto:RodeoCtr@gmail.com)

470 Parker Avenue

Rodeo CA 94572

If you need assistance obtaining insurance for your event, you may apply to Contra Costa County. Associated fees are indicated below. Please provide 14-30 days for processing.

Please complete

Name of Party \_\_\_\_\_ Facility Renting \_\_\_\_\_

Date(s) of Rental \_\_\_\_\_ Average Daily Attendance \_\_\_\_\_

Will Alcohol be served \_\_\_\_\_ *Total Amount of Insurance Cost* \_\_\_\_\_

Associated Fees:

	Facility	Ballfield
MonTaraBay	\$173.00*	\$310.00*
Lefty Gomez	\$141.00*	\$310.00*

\*Insurance costs are based on current market rates and subject to change January 1 of each calendar year. These rates are approximate and may be adjusted based on the number of rental days and average attendance. Rates quoted are per day of use.

**MonTaraBay Community Center • (510) 724-1434**

**Lefty Gomez Community Center •(510) 799-7592**

Contra Costa County Rental Facility • For Additional Support contact: 925-313-2000

