



**City of Capitola Recreation Department**

4400 Jade Street, Capitola, CA 95010

Phone: (831) 475-5935

capitolarecreation@ci.capitola.ca.us

www.cityofcapitola.org/recreation

**Notice to All Renters of the  
Capitola Community Center**

The City of Capitola insurance carrier has mandated that effective April 1991 all individuals and groups using City facilities show proof of liability insurance for each activity or event held at the facility.

You may be able to obtain a one-time certificate of insurance to cover your event through your homeowner's, renter's, auto or personal liability insurance agent. If so, they will need to provide us with a certificate of insurance, in the amount of \$1,000,000. Your name, the insurance agency's name, and the date or dates covered must be on the certificate.

In the space marker "Certificate Holder" or "Additionally Insured," the policy should list:

City of Capitola  
Capitola Community Center / Jade Street Park  
4400 Jade Street  
Capitola, CA 95010

If you are unable to acquire the certificate through your own agent, you must purchase the insurance through us, through a carrier with whom we have contracted. The office can help you with this service; the cost varies depending on the type of the event and the classification of risk. **For most events, the cost is \$78 (1-25 people), \$108 (26-50 people), and \$118 (51 or more people).**

Proof of insurance must be received by, or purchased through, our office no later than two weeks prior to your event. If you fail to provide insurance coverage, your event will be canceled.

Thank you for your cooperation.

- Capitola Recreation