



Great Hall at Green Lake Event Liability Insurance and Alcohol Rules

EVENT LIABILITY INSURANCE

A Certificate of Liability Insurance (\$1,000,000, with the Great Hall at Green Lake named as additional insured for the date of the event) is required for all reservations. Include host liquor liability if you are serving alcohol. This is due three months before the event date, but it can be arranged much sooner. Please be aware that **we can not offer the space without the insurance**. If the lead time for your event is less than 3 months, the insurance will be due with the rental fee.

Homeowner's insurance/business policy: Your homeowner's insurance (or a family member's) or business policy may cover your event. Not all homeowner policies cover family celebrations, but ask your agent, since the event may be covered at no extra charge, or added for a small service fee. Make sure your agent's quote is not higher than insurance from online insurance providers (see below). **If covered, some insurers require that the insured is named in the rental contract. Let us know immediately if you need to amend the contract.**

Online insurance providers: Compare quotes from online event insurance providers such as [The Event Helper](#) and others. You can get a quote immediately online at several sites without talking to an agent. Take a look at a few quotes, as prices vary from vendor to vendor and according to the size and complexity of the event.

Forward the Certificate of Insurance to the management (email greathallgreenlake@gmail.com or fax 206 526-5528) at least three months prior to the event. However, as mentioned above, we recommend you **take care of this early in the planning process**--especially if you are planning to use the homeowner's insurance option.

PERMITS FOR SERVING ALCOHOLIC BEVERAGES

A [Banquet Permit](#) for private parties and weddings can be purchased online. The fee is \$11/day, and the **permit must be posted if alcohol will be served**. We request that you send us a copy of the permit in advance, as liquor cannot be served on site without one. All state liquor laws must be strictly followed during the event, available on the state website.

<http://liq.wa.gov/licensing/banquet-permits>

If you are choosing to **self cater** and alcohol will be served at your event, we highly **recommend that you hire at least one professional server** who will not drink and is not a guest at the event. Guests must stay inside the building while drinking an alcoholic beverage.

If you are planning a **non-profit fundraising event**, you may apply for a [Special Occasion License](#). Please review the rules carefully if your organization plans to sell alcoholic beverages at your event. <http://liq.wa.gov/licensing/special-occasion-licenses>

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