

City of Los Angeles
Office of the City Administrative Officer
Risk Management
Special Event Insurance Guidance

Pursuant to [Los Angeles Administrative Code Chapter 2. Insurance, Section 11.47 Supervision and Control](#), the Risk Manager in the Office of the City Administrative Officer (CAO) maintains the policies and supervises and controls the procedures related to the City's insurance policies. Under this authority, the CAO's Risk Manager has determined that special events, as defined by [Los Angeles Municipal Code Sec. 41.20.1. Special Event Application Process and Definition \(amended by Ord. No. 180881, Eff. 10/26/09\)](#) require \$1 million in General Liability Insurance.

To satisfy this requirement and to avoid potential issues with permitting processes, City departments and Council District Offices holding such events are advised to have authorized special event vendors/contractors submit proof of insurance to the City as far in advance of the event as possible. Satisfaction of insurance requirements can be accomplished in one of three ways:

- If special event vendors/contractors already have the required insurance policy, they may instruct their insurance broker/agent to submit proof of insurance listing the City of Los Angeles as an additional insured.
- City departments and Council District Offices may designate an event sponsor who can then obtain the required insurance policy and add authorized special event vendors/contractors and the City of Los Angeles as additional insureds.
- City departments and Council District Offices can obtain the required insurance policy and add authorized special event vendors/contractors as additional insureds (the City of Los Angeles does not have to be added as additional insured in this case since the City is the named insured on the policy).

Should City departments, Council District Offices, their designated event sponsors, or authorized special event vendors/contractors need assistance in obtaining the required insurance, they have the option of using the City's [Special Event Liability Insurance Program \(SELIP\)/SPARTA](#). For more information on SELIP, please visit https://2sparta.com/sparta_application.php. To obtain a quote for an insurance policy, select the "SELIP" link at the top of the webpage to begin the application process.

Alternatively, Special Event insurance may be sought elsewhere through insurance brokers/agents other than SELIP/SPARTA. Whatever method is used to obtain the required insurance policy, proof of insurance must be submitted by insurance brokers/agents in [KwikComply.org](#). Once proof of insurance is successfully submitted in KwikComply, the

insurance broker/agent will receive an email containing a Certificate of Approval # (CA#) as confirmation of the submission. The CA# must then be given to the permitting department so they may verify compliance with insurance requirements and be properly credited to the permit.

Please note that CAO Risk Management cannot obtain Special Event insurance policies on behalf of City departments, Council District Offices, their designated event sponsors, or authorized special event vendors/contractors.

The City of Los Angeles' Self- Insurance program

City's self-insurance fund is designated to cover claims from official, routine, City operations (e.g. public works, police and general administrative functions). It is not intended to be used in lieu of Special Event insurance from private insurance carriers.

Should you have general questions regarding the above guidance, please contact the CAO Risk Management line at (213) 978-RISK(7475) or email our office at cao.riskmgmt@lacity.org.

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