



FORT CONCHO
NATIONAL HISTORIC LANDMARK
630 SOUTH OAKES STREET, SAN ANGELO, TX 76903 - (325) 481-2646



Re: City of San Angelo Special Event Insurance Requirements

Any individual, company or group interested in renting City property for an event, such as a birthday, wedding, reception, awards banquet, reunion or other activity, will need to purchase **general liability insurance** for the event.

This insurance is purchased through the City's Risk Management Department located at 106 S. Chadbourne. The dollar amount is calculated by the number of days the property is needed, the number of people estimated to attend, and if alcohol will be served at the event. We request that the insurance be purchased two weeks in advance of the event. Cash or checks are accepted with a check being made payable to the City of San Angelo.

A Certificate of Liability will be given to the contact person for their records and a copy is faxed from Risk Management to the location of the event. Risk Management also maintains a copy of the certificate.

Please contact the Risk Management Department at 325-657-4359 with any questions.