

EVENT INSURANCE REQUIREMENTS

Gadsden State Community College requires all external organizations to submit proof of insurance at lessee/user expense as detailed below. **PROOF OF INSURANCE MUST BE SUBMITTED BEFORE EACH AND EVERY EVENT. THIS INCLUDES LESSEES THAT RENT THE FACILITY MULTIPLE TIMES IN A YEAR.**

· **Commercial General Liability Insurance as specified below:**

- Bodily Injury and Property Damage
- Combined Single Limit \$1,000,000.

1. **Gadsden State Community College** and/or service are to be included as additional insured as respect to the activity covered by the certificate. The certificate must state that Gadsden State Community College, its officers, agents and employees are ADDITIONALLY INSURED. Certificates insuring Wallace Hall Fine Arts Center are not valid as the Fine Arts Center is a facility and not a legal entity.

2. Insurance certificate must be provided when reservations are confirmed (upon payment of facilities use fee to the College Business Office and execution and delivery of lease). All insurance coverage must be written with insurance companies authorized to do business in the service area. All insurance certificates are subject to the approval of Gadsden State Community College.

How to acquire event insurance:

Typically you may add Gadsden State Community College (as additional insured) to your existing insurance policy for the duration of your rental term. Many insurance companies will do this for little or no cost. There are also several companies that specialize in special event insurance. A few of these companies are listed below for your convenience. (Any company wishing to be listed as a provider may contact us at 256-549-8475).

CSI Entertainment Insurance
1-800-204-1523
csicoverage.com

Allen Financial Insurance Group
1-800-874-9191 – ext. 101.
eqgroup.com/entertainment.htm

The Event Helper
775-573-8368
theeventhelper.com

For questions relating to insurance requirements, contact the Wallace Hall Manager at 256-549-8475.