



IMPORTANT INSURANCE NOTICE

Below, you will find a copy of the of the INSURANCE REQUIREMENTS for your event per your license agreement. **Please note the liability, auto, workers compensation and additional insured requirements.** Per your license agreement, you are required to meet ALL of these insurance specifications. Failure to do so could mean the cancellation of your event.

Per your license agreement, the certificate of insurance must reach our office no later than thirty (30) days prior to your first event (or move-in) day. We MUST have your certificate of insurance by that time as it must be reviewed by our insurance carrier, with ample time for any corrections to be made. Per your license agreement, **“failure to provide proof of insurance coverage within this time period shall render this agreement null and void.”**

The following excerpt of the license agreement should be forwarded to your insurance carrier at least two months in advance of your event date. **Your carrier will need this specific information in order to provide the proper insurance coverage for your event.** Failure to provide this specific information usually results in inadequate insurance coverage; inadequate coverage will result in cancellation of your event if corrections cannot be made.

Your cooperation in this matter is crucial. As the promoter for this event, it is **YOUR** responsibility to make sure your insurance coverage meets your license agreement requirements. If you have any questions or need assistance in this matter, please contact the Contract Administrator at 260-482-9502.

INSURANCE. Licensee agrees to procure and maintain, during the term of this License, public liability coverage including personal injury liability and contractual liability; if on a commercial general liability form the limit per occurrence shall be \$1,000,000 combined single limit (CSL) per occurrence and include bodily injury and property damage liability; automobile coverage with liability limits of \$1,000,000 combined single limits (CSL) bodily injury and property damage per accident, workers compensation coverage to protect Licensee's permanent and temporary employees.

If any unmanned aircraft (including drones) are to be flown during the event, Licensee agrees to procure and maintain, during the term of this License, a separate aircraft/aviation liability policy with per occurrence and CSL of at least \$1,000,000. Licensee agrees to adhere to any and all FAA regulations pertaining to flying unmanned aircraft.

Licensee will name the Board of Trustees of the Allen County War Memorial Coliseum, the Board of Commissioners of the County of Allen; and their officers, employees, and agents applicable to both, as additional insureds on the public liability policy and provide certificates of all insurance or original policies as they shall be on file prior to the beginning of the License period. Insurance coverage required herein shall be furnished by a company approved by the insurance commission of the State of Indiana. It is Licensee's responsibility to assure that all agents, sub-contractors, vendors, and suppliers maintain insurance to meet the License requirements.

The insurance must be delivered to the Memorial Coliseum Administrative Office at least thirty (30) days prior to the start of the event. Failure to provide proof of insurance coverage within this time period shall render this agreement null and void.

Licensee shall comply with all regulations or restrictions imposed by any of Licensor's insurance carriers.