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## **TORPEDO FACTORY ART CENTER PRIVATE EVENT RENTAL INSURANCE**

All private event clients are required to procure a certificate of insurance documenting liability coverage. Paragraph IX of the Torpedo Factory Art Center Rental Agreement, included below, delineates Liability Insurance requirements.

### **IX. CERTIFICATE OF INSURANCE**

- A. Liability Insurance is required of all Renters and the Renter shall provide the City with a Certificate of Insurance no later than thirty (30) days prior to the Event. The insurance, obtained at the sole expense of the Renter, must provide, and maintain public liability and personal property damage insurance, insuring the City of Alexandria Virginia and Renter's contracted vendors, employees, caterers, attendees against all bodily injury, property damage, personal injury and other loss arising out of Renter's use and occupancy of the TFAC and adjoining premises, including appurtenance to the TFAC. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$2 million.
- B. The "City of Alexandria" and "Torpedo Factory Art Center" shall be added as additional insured under such policy for the duration of the Event through the day following Event. If Renter's caterer does not have Liquor Liability, Renter is required to apply for Host Liquor Liability.
- C. Renter's failure to provide evidence of insurance to the City thirty (30) days prior to the Event shall result in immediate cancellation of the Event. Cancellations arising from the failure of the Renter to provide the City with a proper and time certificate of liability insurance will result in the City retaining the Renter's paid funds, including but not limited to the security deposit.

Clients can obtain a one-day policy through their homeowners/rental insurance company or use one of the following sites suggested by previous clients.

- [www.eventinsurancenow.com](http://www.eventinsurancenow.com)
- [www.theeventhelper.com](http://www.theeventhelper.com)
- [www.ewedinsurance.com](http://www.ewedinsurance.com)

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The Torpedo Factory Art Center is managed by the City of Alexandria's Department of Recreation, Parks, and Cultural Activities through the Office of the Arts.

Private event clients may employ the vendors of their choice; the above suggested Insurance companies have all successfully insured Torpedo Factory Art Center private event clients and are thus familiar with the building, its capabilities, and limitations.

