

Insurance Information | *All the Details*

While this sounds like a big deal if you have never had to provide a COI in the past, it's really fairly simple and a common requirement when renting a venue. Have a look at the following, share with your agent, and let us know if you have any questions. The following is from our rental agreement:

Proof of Liability Insurance aka Certificate of Insurance (COI)

- Clients must provide the venue with a certificate of liability insurance coverage
- Coverage required: \$1 million general liability coverage that includes bodily injury and property damage.
- The “additional insured” on the certificate should be listed as: Duncour Events LLC dba Three Twenty on Main, 320 West Will Rogers Blvd, Claremore, OK 74017
- The insurance certificate is due 1 week prior to your event date

Insurance certificates are often available as an extension of your existing liability coverage included in your homeowners or business insurance policy. Please check with your insurance agent about issuing an **Acord Form 25** or equivalent certificate for this event.

- The certificate of insurance is documentation that proves you have liability coverage that will cover you/your event while in our venue on the date of the event
- The certificate should include your name, the date of the event, the venue as location of the event, the insurance effective and expiration date, and if you are serving alcohol, please make sure to tell your agent so they can include “host liquor liability”

If your existing insurance is not able to issue you a COI for your event, there are several independent sources available who specialize in 24–48-hour policies for weddings, parties, and events.

The Event Helper | <https://www.theeventhelper.com/>

Eventsured | www.Eventsured.com

Markel | <https://www.markelinsurance.com/event>

eWed Insurance | <https://www.ewedinsurance.com/>

Note: Three Twenty on Main does not have a financial relationship with any of the above-mentioned providers

Want to see an example Acord 25 and related information? Go to this link <https://acord25.com/>

Note: the form must be issued and signed by your insurance provider.