



### **Event Liability Insurance Requirements**

The Horizon Convention Center requires proof of Event Liability Insurance for all events. Client shall provide Center with Certificate of Insurance in the amount of \$1,000,000 General Liability coverage, listing the *Delaware Advancement Corporation and Horizon Convention Center* as the additionally named insured.

- Policy period must cover event dates including move-in & move out dates.
- Event name must be referenced on insurance certificate
- Issuing agent's name and telephone number must be printed on the insurance certificate, below the agent signature.
- When contracting with a third party vendor (i.e. laser show company, rock climbing wall, etc.) that vendor must also provide the Center with a certificate of insurance in the amount of \$1,000,000 with the *Delaware Advancement Corporation dba Horizon Convention Center* as the additionally named insured.
- Proof of Insurance must be provided to the center thirty (30) days prior to the event.

In many cases, an individual's homeowner's insurance will provide a temporary Event Liability rider. Please see your personal insurance provider for more details.

The following is a list of local insurance agents and agencies that will, with underwriter approval, write these policies. Inclusion in this list in no way guarantees policy approval. General questions regarding our requirements can be directed to your sales person.

Morrison-Gallihier, Inc. 3301 W. Purdue Av. Muncie, IN 47308	Agent: Mary Griffith or Linda Crouch Phone: (765) 287-2000
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Selby-Martin Insurance, Inc. 3409 N. Briarwood Lane Muncie, IN 47304	Agent: Debbie Overmyer Phone: (765) 284-9917
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United Insurance Agents, Inc 1107 S. Tillotson Muncie, IN 47304	Agent: Karmen Ward Phone: (765) 284-4443
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Ritchie Insurance, Inc. 3804 N. Wheeling Ave. Muncie, IN 47304	Agent: Rosetta Bartley Phone: (765) 282-2872
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Patton Insurance, Inc. 3604 N Wheeling Ave. Muncie, IN 47304	Agents: Any Phone: (765) 286-4300
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The following types of events are required to obtain insurance:

- All tradeshows

- Any events open to the public with an attendance of 250 or more

- Events with alcoholic beverages

- All proms, sorority and fraternity events

- Events with valuable contents

Horizon Convention Center, 401 South High Street, Muncie, Indiana 47305  
Phone: (888) 288-8860 Fax: (765) 751-9190