



Event Liability Insurance Requirements

The Horizon Convention Center requires proof of Event Liability Insurance for most events. Client shall provide Center with Certificate of Insurance in the amount of \$1,000,000 General Liability coverage, listing the *Delaware Advancement Corporation dba 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
Phone: (765) 287-2000

United Insurance Agents, Inc
1019 W Jackson St.
Muncie, IN 47305
Phone: (765) 284-4443

Ritchie Insurance, Inc.
3804 N. Wheeling Ave.
Muncie, IN 47304
Phone: (765) 282-2872

Patton Insurance, Inc.
3545 N Wheeling Ave.
Muncie, IN 47304
Phone: (765) 286-4300

NO EVENT WILL BEGIN WITHOUT A CERTIFICATE OF INSURANCE

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