

EXHIBIT C Insurance Requirements

The following documents and/or information will be needed to complete a contract for any event at the Alexandria Riverfront Center.

Each event or promoter is required to secure a certificate of general liability insurance in the amount of \$1,000,000.00 with Liquor Liability added, if applicable.

All **service providers** that provide their service to your event are also required to secure or provide their certificate of general liability insurance in the amount of \$1,000,000.00 to the Riverfront Center. Service providers include, but are not limited to: **Caterers, Decorators, Production Crews**, etc. Caterers insurance must also include Product Liability.

All certificates must be received by the Riverfront Center 10 days prior to the event.

***All certificates provided to the Riverfront Center shall have the following as additional insureds:

The Alexandria Riverfront Center (venue)
The City of Alexandria (owner)
The Alexandria/Pineville Area Convention and Visitors Bureau (manager)

The additional insureds will be listed at the following address:
707 Second St, Alexandria, LA 71301

No exceptions or omissions will be allowed.

If you have any questions regarding the above information, please contact our Facility Director at (318) 442-9546 or email to mark@apacvb.org

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