

# Event Venue Rental Certificate of Insurance Request Form

## Contact Information

Name

Organization (if applicable)

Email

Phone Number

## Event Details

Event Name

Event Date

Event Time

Event Location

Estimated Attendance

## Insurance Information

Name of Insured Party

Insurance Company

Policy Number

Type of Coverage

Coverage Amount

Certificate Holder (Venue)

**Additional Information**

Additional Insured Requested?

Notes or Special Instructions