

EDMOND TOWN HALL

EVENT INSURANCE REQUIREMENT

Anyone renting the Alexandria Room or Gymnasium will be required to purchase a one-day Participant Accident Insurance Policy. It may be required for other spaces (Lower Meeting Room, Theater, etc) as well, particularly if you are serving alcohol.

This can be purchased through the Town of Newtown through CIRMA which underwrites a Tenant User Liability Insurance Program (TULIP) which allows renters to purchase insurance per event or on a per day basis.

Below are the insurance options that you can use for your Edmond Town Hall event rental. Also attached is a sample insurance certificate. This demonstrates our insurance requirements so that you know what coverage you need regardless of what company you choose to use.

→ The first insurance option www.gatherguard.com

When you use the Gather Guard website, you will be asked to enter the following Venue

ID: 0501-1046. This will bring up the venue: “Edmond Town Hall.” Click on the “Next”

button at the bottom of the page and you will be asked to answer a series of questions. In the end, you will be given a price quote and an opportunity to purchase the insurance.

→ The second insurance option is: <http://www.privateeventinsurance.com/>

→ The third option is to go through your own Homeowners Insurance Agent.

Be sure that Edmond Town Hall is listed as a Certificate Holder and If you are serving alcohol at your Event, please be sure that you select “ Host Alcohol”. Be sure to email us the insurance certificate you receive after your purchase. This certificate is due 30 days before your event.

