



Event ID: _____

CERTIFICATE OF INSURANCE

The Victoria Conference Centre requires all users to provide proof that liability insurance with a minimum \$5 million each accident or occurrence limit of liability is in place for the duration of their event as outlined in Section 5 of the License Agreement.

Please forward this form to your insurance broker for completion.
A copy must be returned to your Event Manager prior to your event start date.

**This is to certify that Insurance as described below has been arranged on behalf of the Assured.
This Insurance is in full force and effect as of the date of this certificate.**

Assured: _____

Event Name: _____ **Event Date(s):** _____

Policy Number	Effective Date	Expiration Date	Insurance Company	Limit of liability each occurrence
				Umbrella liability each occurrence
				TOTAL INSURANCE

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile
- Including Host Liquor Liability
- Including Cross Liability Clause

Additional Insured: The Corporation of the City of Victoria and/or the Victoria Conference Centre.

Coverage is in effect for the event for which a contract exists between the Insured and the Victoria Conference Centre.

Signed by Authorized Representative of Insuring Company

Dated

Brokerage Name

Please email forms to your Event Manager OR mail to:

Victoria Conference Centre
720 Douglas Street
Victoria, BC V8W 3M7