

INSURANCE INSTRUCTION SHEET FOR RENTERS OF

Palm Beach Community College's
EISSEY CAMPUS THEATRE

IMPORTANT: Give these instructions directly to your insurance agent.

There are **TWO** types of insurance **REQUIRED** when you rent the PBCC Eissey Campus Theatre:

- 1. Comprehensive General Liability Insurance - \$1,000,000 limit** – for the employees, performers, guest artists, stagehands and volunteers that work for the renting corporation. The certificate must be in the same name as the contracting organization listed on the contract. *A certificate of insurance is required to be in the theatre office two months before your first scheduled use of the theatre.*

The certificate MUST include the following phrase:

Palm Beach Community College and the District Board of Trustees are listed as additional insured for events held at the Eissey Campus Theatre.

Under the area of Certificate Holder it must read:

Palm Beach Community College
Eissey Campus Theatre
3160 PGA Blvd
Palm Beach Gardens, FL 33410

- 2. Audience Liability Insurance – \$252.50 PER performance** – the cost for one performance is included in your performance rental rate. Additional performances in the same day are an additional \$252.50 each. *These costs are due, with your deposit, 30 days before your first scheduled use of the theatre.*

This is a reimbursable insurance cost paid to the college's insurance consortium. It is to protect your audience members **only** and is mandatory.