



## **BELL CANYON**

### **Rental Hall Certificate Review Procedures**

1. The hall cannot be used unless a Certificate of Insurance substantially in the form printed on the reverse side of this page is received by the manager no later than 10 days prior to the scheduled use.
  
2. Anybody renting the hall must provide a Certificate of Insurance
  - a. Reflecting a \$1,000,000 per occurrence limit of liability.
  - b. Bell Canyon is listed as a certificate holder.
  - c. Bell Canyon Association and Bell Canyon Community Center are named as additionally insured.
  - d. Basic description of event needs to be stated on the Certificate of Insurance.
  - e. The policy period needs to reflect a time period of any set-up time and also clean-up time. For example, a Saturday night event might include the dates of Friday, Saturday and Sunday. Also remember that an event may go past midnight which would require an additional day of coverage.
  - f. If any liquor is provided, the Certificate of Liability Insurance must include Host Liquor Law liability.
  - g. If any liquor is to be sold, proof of Liquor Liability coverage must be included. Whoever is selling the liquor must also provide proof of having a valid liquor license.
  
3. If the certificate is provided by a homeowner insurance carrier, the limit may be lower than \$1,000,000; however, the homeowner then must also provide a certificate that includes a personal \$1,000,000 umbrella policy. Bell Canyon Association and the Bell Canyon Community Center must be named as additionally insured.
  
4. For your convenience some sources of temporary event insurance are listed here, but note is made that the Center has no connection with any of the listed sources.
  - a. Your personal insurance agent.
  - b. R.V. Nuccio & Associates (818) 980-1413 or (800) 567-2685 or online at [www.rvnuccio.com](http://www.rvnuccio.com).
  - c. Anderson & Murison, Inc (800) 234-6977 or online at <https://www.andersonmurison.com>.
  - d. Timothy Cline Insurance Agency (310) 450-5507, (800) 966-9566 or online at <http://www.timothycline.com/>.