



VENUE INSURANCE REQUIREMENTS FOR VENDORS & EVENT HOSTS

WE REQUIRE THAT ALL EVENT VENDORS & EVENT HOSTS (DJ, BAND, ENTERTAINMENT, RENTALS, PHOTO BOOTH, FLORIST, PHOTOGRAPHER, VIDEOGRAPHER, HAIR STYLISTS, MAKEUP ARTISTS, ETC.) SUPPLY PROOF OF INSURANCE INFORMATION TO YOUR EVENT COORDINATOR ONE MONTH PRIOR TO THE SCHEDULED EVENT.

MINIMUM INSURANCE COVERAGE REQUIREMENTS:

- *GENERAL LIABILITY - \$1,000,000*
- *AUTOMOBILE LIABILITY - \$1,000,000*
- *PROPERTY - \$1,000,000*
- *WORKERS COMPENSATION (NYS REQUIREMENT)*

PLEASE NOTE: AUTOMOBILE LIABILITY & WORKERS COMP REQUIREMENTS DO NOT APPLY TO SOLE PROPRIETOR'S.

CERTIFICATE HOLDER SHOULD BE LISTED AS:

LEGACY TOWER LLC
C/O BUCKINGHAM PROPERTIES, LLC
259 ALEXANDER STREET
ROCHESTER, NY 14607

PLEASE LIST ALL THE PARTIES BELOW AS 'ADDITIONAL INSURED'

LEGACY TOWER LLC
C/O BUCKINGHAM PROPERTIES, LLC
259 ALEXANDER STREET
ROCHESTER, NY 14607

KNC ELEGANCE LLC
270 BAUSCH AND LOMB PLACE
ROCHESTER, NY 14604

VENDORS AND/OR EVENT HOSTS WILL NOT BE ALLOWED TO OPERATE INSIDE THE BUILDING UNLESS ALL NECESSARY INSURANCE DOCUMENTS ARE SUPPLIED ONE MONTH AHEAD OF YOUR EVENT DATE. THE LIABILITY INSURANCE MAY BE ABLE TO BE OBTAINED THROUGH THE VENDOR'S INSURANCE AGENT OR AN EVENT LIABILITY INSURANCE WEBSITE.

PLEASE SEND ALL PROOFS OF INSURANCE AND SIGNED INDEMNITY AGREEMENTS TO:
NATALIE@KRMEVENTS.COM