

## **Certificate of insurance event holder requirements for off-campus events**

When someone from CUSA (including Charity Ball) holds an event off campus, the owner of those premises may require a proof of insurance / certificate of insurance.

In order for CUSA to obtain this certificate from our insurance company, we will need from the event holder:

- The name of the owner or company where the event is being held;
- A contact whom to send the certificate to;
- The mailing address where to send the certificate;
- The dates the event is to be held (\*\* please allow 2 weeks for CUSA to process this request)
- A brief description of the event;
- The amount of insurance the company requests;
- A copy of the agreement / contract with the outside party

Please submit the above required information to the VP Internal and to Sophie Labreche at CUSA, thank you.