

SPECIAL EVENTS

TENANT/USER/ORGANIZER INSURING OPTIONS:

1. Via User/ Organizer's Homeowner's Policy
2. Via **privateeventinsurance.com** or K & K Insurance (**kandkinsurance.com**)
3. Via an Independent Agent or Broker with Proper requirements listed below.
4. Via Policy purchased through the Internet that meets TPCG Insurance Requirements listed below.

MINIMUM INSURANCE REQUIREMENTS ARE AS FOLLOWS:

- **General Liability Insurance coverage with minimum limits of \$500,000. (Except for Civic Center Main Arena which is \$1,000,000.)**
****If you serve ALCOHOL at your event, you need Host Liquor Liability*****
- **Certificate Holder: Terrebonne Parish Consolidated Government (T.P.C.G.)
Attn: Risk Management Department; 8026 Main Street; Suite 520; Houma, LA 70360**
- **Terrebonne Parish Consolidated Government named as "Additional Insured".**
- **30 Day Notice of Cancellation**
- **Insurance Carrier shall be Rated "A VI" or Better by A.M. Best Rating**
- **Approval by T.P.C.G. Risk Management 2 weeks prior to your event.**

RENTAL OF BOUNCE HOUSES, TRAINS, COTTON CANDY MACHINES, ETC:

If you are planning on having Bounce Houses, Trains, etc at your event, the Vendor you rent the Bounce Houses, etc from, must also provide a Certificate of Liability Insurance showing proof of General Liability coverage with minimum limits of \$500,000.00 and they are required to name Terrebonne Parish Consolidated Government; Attn: Risk Management Department; 8026 Main Street; Suite 520; Houma, LA 70360 as a "Certificate Holder" and "Additional Insured".

ALL CERTIFICATES MUST BE APPROVED BY T.P.C.G. Risk Management Department 2 weeks before your scheduled event takes place.

CONTACT Cheryl Lirette, T.P.C.G. Risk Management Department at (985)-873-6470 with any questions. Certificate may be faxed to Cheryl at (985)-873-6473 or e-mailed to clirette@tpcg.org.