

# PALM BEACH STATE COLLEGE THEATRE USE RENTER'S INSURANCE INSTRUCTION SHEET

(Effective July 1, 2014)

**All Renters of the Eissey Campus Theatre are required to select and provide just one of the options for insurance listed below:**

## **Option 1**

**General Liability, Property and Worker's Compensation in the limits listed below naming the college as additional insured.**

*Proof of coverage is required to be in the theatre office 30 days prior to your first scheduled use of the theatre. If the theatre does not receive proof of insurance 30 days prior to the event then the Facilities Use/Special Event Liability insurance listed below on Option 2 will automatically be purchased for the group and the appropriate fees charged.*

**General Liability** – Proof of coverage in the minimum amount of \$1 million

**Property** – Proof of coverage in the minimum amount of \$50,000

**Workers' Compensation** (if required by law for your group) – proof as per Florida Statutes Title XXXI – Labor, Chapter 440: \$100,000 per occurrence, \$500,000 aggregate and \$100,000 per disease. Applicable to employees, guest artists, stagehands, volunteers and all others who work for or are acting on behalf of the renting organization. Palm Beach State College will NOT be responsible for injuries that may be sustained by such persons so described.

Proof of coverage must be made in the form of a Certificate of Insurance (COI)  
with **BOTH** of the following items written on the certificate:

**1. Palm Beach State College and its District Board of Trustees listed as additional insured.**

**2. Under the area of Certificate Holder it must read exactly like this:**

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

*(District Board of Trustees can be added under Certificate Holder as long as the phrase  
**Certificate Holder is included as Additional Insured** is stated on the certificate somewhere):*

## **Option 2**

### **Facilities Use/Special Events Liability**

- In the absence of proof of insurance by the renter listed above, Facilities Use/Special Events Liability insurance will be purchased by Palm Beach State College.
- Facilities Use/Special Events Liability provides premises liability coverage in the amounts of \$200,000 per person/\$300,000 per occurrence and protects the College against liability when an injury is sustained by individuals attending non-College sponsored events.
- **Reimbursement of premium payment to the College is the responsibility of renters. Premiums start at \$293.75 PER performance (including set-up and rehearsals).** These costs will be included in your performance rental rate, and payment is due with your deposit 30 days prior to your first scheduled use of the theatre.
- **Facilities Use insurance premium reimbursement to the College is non-refundable.**