

Heritage Hall/Licking County Aging Program

Event Liability Insurance

The Client is liable for any damage done to the facility during their rental period.
Instructions for providing liability insurance:

1. Contact your insurance agent (or an insurance company if you don't already have one).
2. Ask them to provide a Certification of Liability Insurance in the minimum amount of \$1,000,000 (one million dollars). Insurance plans or umbrella policies offer this at a nominal charge.
3. Name the Licking County Aging Program, Inc., 1058 East Main Street, Newark, Oh 43055, as additional insured for the date of the event.
4. Should you choose not to use our preferred caterer for your food service, please have the caterer of your choosing provide a Certificate of Liability as well, naming Licking County Aging Program, Inc., 1058 East Main Street, Newark, Oh 43055, as additional insured for the date of the event.

Forms can be returned by e-mail to mfuller@lcap.org or faxed to 740-349-8003.
Forms must be received at least 7 business days prior to the event.