

### Request for Certificate of Insurance

Hub International Barton Insurance Brokers is the Insurance Agency for the Capital Arts Festival 2007. The "Capital Arts Festival" is promoting, marketing and advertising all of its group members and venues as "participating members" of the "Capital Arts Festival 2007". Each participating member is requested to provide the following information:

1. Proof of business liability coverage in the form of an **insurance certificate** to verify that no less than \$2,000,000 Commercial General Liability is carried.
2. **Attendance:** Email your **estimated event attendance** ([info@capitalartsfestival.ca](mailto:info@capitalartsfestival.ca))  
This information is for statistical purposes to determine, in part, the insurance premiums for CAF 2007. As soon as your event is finished, please provide your **actual attendance** ([info@capitalartsfestival.ca](mailto:info@capitalartsfestival.ca))  
This information will serve, in part, in the calculation of premiums for the following festival.
3. Include the "Capital Arts Festival 2007" as an "Additional Insured." The purpose for adding the CAF 2007 as an additional insured is to protect the festival from being sued for bodily injury or property damage at any of its venues. Please note that Insurance Agencies do not charge their clients for certificates of insurance, nor is there a charge for the additional insured endorsement.
4. Provide a **master list** showing the names of all businesses operating under the banner of the participating members' name. Affixed to this list shall be a copy of a certificate of insurance from each participating business. **Point (4) comes into effect, if and only if the:**
  - Participating member comprises several independent businesses—such as a fine art studio tour.
  - Aforementioned businesses, and not the participating member, are required to carry separate commercial general liability.
5. Within ten business days of signing on as a participant to the Capital Arts Festival 2007, mail or fax a copy of your **Certificate of Insurance** and your **estimated event attendance** to:

Capital Arts Festival 2007  
1270 Johnson Street, Suite #205  
Victoria, BC, V8V 3P1  
Attn: Executive Director  
Fax (250) 383.9068

Although the Capital Arts Festival 2007 will have its own comprehensive liability for the thirty-one day event in October, it is not the intention of this policy to cover the commercial general liability for all the participating members.

If you need any further clarification or additional information, please free to contact Rob Vickery or myself.

Yours very truly,

Kim Darville, BA, CAIB



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