

**EXHIBIT C** Insurance Requirements

The following documents and/or information will be needed to complete a contract for any event at the Alexandria Riverfront Center. Please review and contact me with any questions you may have.

Caterer name, address, and phone number (if one is to be used).

AV person or company, address and phone number (if one is to be used).

Decorator name, address and phone number (if one is to be used).

**Event Insurance:** The Alexandria Riverfront Center requires the following:

General Liability Insurance in the amount of \$1,000,000.00

Liquor Liability

The above insurance certificates must list the following agencies as additional insured:

**Alexandria Riverfront Center 707 Second St, Alexandria, LA 71301**

**Alexandria/Pineville Area Convention and Visitors Bureau (same address as above)**

**City of Alexandria P.O. Box 71, Alexandria, LA 71301**

If you have any questions regarding the above information, please call me at (318) 442-9546, or e-mail me at [Mark@apacvb.org](mailto:Mark@apacvb.org)