

Appendix C - Do I need insurance for my activity at ArtSpring?

Please answer YES or NO to each question and provide a signature at the bottom of this document.

If I am renting the Theatre:

1. Does my activity involve dancing? **YES/NO**
2. Does my theatrical or other performance involve constructed sets, or any other stage properties beyond furniture or small portable objects? **YES/NO**
3. Does my activity require the use of risers (for example for choral concerts)? **YES/NO**
4. Does my activity involve the use of haze or pyrotechnics? **YES/NO**
5. Does my activity involve audience participation, either by inviting audience members on stage or by having performers enter the audience area of the auditorium? **YES/NO**

If I am renting any of the Exhibition/meeting rooms:

1. Does my activity involve dancing? **YES/NO**
2. Does my activity involve the service of alcohol? **YES/NO**
3. Am I renting space for an exhibition of art that includes three-dimensional objects displayed on plinths or on the floor? **YES/NO**
4. If I am renting space for an exhibition of art to be displayed on the walls only, will the exhibition include any large, heavy or protruding pieces? **YES/NO**
5. Am I renting space for a meeting or workshop that involves the use water, heat, or additional lighting intended to be plugged into duplex wall receptacles? **YES/NO**

- If you answer **YES** to any of the questions above, you need to provide liability insurance as a condition of your rental and to cover yourself against any possible claims arising from your activity, and the insurance needs to name ArtSpring as an additional insured.
- Your existing insurance policy may already cover your activity, in which case all you need is to provide us with a certificate from your insurer showing ArtSpring as an additional insured.
- If you do not already have general liability insurance, or if your policy does not provide you with protection against claims arising from your proposed activity, we can assist you in purchasing inexpensive short-term coverage through Seafirst Insurance. Please ask us how this can be done.
- If you answered **NO** to all of the questions above, you do not need to provide proof of insurance as a condition of your rental.

Please provide your signature to indicate that you have read and understood the above.

Signature: _____

Print name: