



INSURANCE REQUIREMENTS

If the COI is not received 72 hours prior to booking time the reservation will be placed on hold and access revoked until COI is received. No refunds will be provided.

The Community requires to be added as additionally insured and certificate holders on your liability insurance policy, as well as be in receipt of your workers compensation policy if employees are to be present at your event. In order to hold an event at The Community, you must provide the following:

1. **Provide a Certificate of Liability Insurance.** This certificate should reflect the policy number, type of insurance, expiration of insurance, and limits of liability as specifically stated below. AROpr LLC dba The Community Shared Space must be named as additional insured on the Commercial General Liability Insurance policy. The certificate must contain the following:
 - a. **Commercial General Liability** – combined single limit for bodily injury and property damages of **not less than \$1,000,000 (One Million)** per occurrence **with an annual aggregate of not less than \$2,000,000 (Two Million).**
 - b. **Insurance Policy Number**
 - c. **Property insured address – 3756 The Barnyard, Suite H23, Carmel, CA 93923**
 - d. **Coverage dates of insurance**
 - e. **Limits of liability.**
 - f. **If alcohol is being served, alcohol coverage must be included and the proper agency licensing obtained (ABC Permit) if required.**
2. **Notice of Cancellation** – Each certificate of insurance shall state that such insurance will not be canceled, or materially reduced on coverage, without an unqualified 30 days prior written notice to the Certificate Holder(s).
3. **Proof of Workers Compensation** Insurance if you have employees working at The Community Shared Space or performing work there on your behalf.

The following must be listed (exactly as follows) as CERTIFICATE HOLDERS and ADDITIONALLY INSURED:

AROPr LLC
dba The Community Shared Space
3756 The Barnyard
Suite H23
Carmel, CA 93923

The certificate of insurance must be emailed to alex@thecommunitysharedspace.com

Should you have any questions, please do not hesitate to contact our office at (831) 652-1080. Your promptness and cooperation are greatly appreciated.