

Rental Policies & Procedures Manual



**104 Indiana Avenue
Valparaiso, Indiana 46383**

Phone: 219-548-9137

Fax: 219-462-2640

email: info@memorialoperahouse.com

Effective January 1, 2006

If there are any parts of this policy and procedures manual that do not apply to your rental, they will be crossed out.

Table of Contents

1.0 History, Mission & Management	3
2.0 Definition of Terms	3
3.0 Hours Available for Rental	4
4. 0 Rental Application Procedures	4
<i>4.1 Booking a Date: Steps to Follow in Renting The Memorial Opera House</i>	<i>4</i>
<i>4.2 Contact Person and Alternate</i>	<i>5</i>
<i>4.3 Rental Fees</i>	<i>5</i>
<i>4.4 Payment for Any Damages Incurred During Rental</i>	<i>5</i>
<i>4.5 Method of Payment</i>	<i>6</i>
<i>4.6 Insurance/Indemnity</i>	<i>6</i>
<i>4.7 Cancellations</i>	<i>6</i>
<i>4.8 Double Booking: Booking Off Nights in the Midst of a Theatre Production Run</i>	<i>7</i>
<i>4.9 Multiple Day Events</i>	<i>7</i>
<i>4.10 Reservations Past Current Year</i>	<i>7</i>
5.0 Promotion and Publicity	8
6.0 Food and Beverages At Your Event	8
7.0 Ticket Sales	9
8.0 Security	9
9.0 General House Rules	9
10.0 Technical Aspects	11
<i>10.1 Backstage Operations Personnel</i>	<i>11</i>
<i>10.2 Set Construction, Building and Assembly</i>	<i>11</i>
<i>10.3 Striking The Set and Loading Out</i>	<i>12</i>
Appendix A: Rental Fee Schedule, Memorial Opera House	
Appendix B: Example Certificate of Liability	

1.0 History, Mission & Management

The Memorial Opera House was built in 1893 to commemorate the veterans of the Civil War and to provide a public auditorium for the growing town of Valparaiso, and Porter County. The Valparaiso chapter of the Grand Army of the Republic (GAR), a philanthropic organization of Civil War Veterans, wanted to do something good for their hometown.

The GAR and auxiliary organizations set about raising funds for the building. Although Porter County contributed the land and some funds for the building, the majority of funds were raised from the community.

First known as Memorial Hall, the building was officially designated as Memorial Opera House in 1896. During the last 100+ years the building has been used for theatre productions, music concerts, lectures, high school graduations, funerals, weddings, movies and numerous public gatherings. From 1957 through 1995 the Community Theatre Guild leased the Memorial Opera House from Porter County and during that time offered many theatrical productions for the residents and visitors in our area, garnering many local, regional and international awards.

In the late 1980's, it became painfully aware to a number of community residents that the Memorial Opera House needed a great deal of restoration work to insure its continued use by the public. The Memorial Opera House Foundation was formed, and through many years of hard work \$1.5 million was raised from the local community, area businesses, and county and state governments to renovate and restore this historic jewel to the glory of the 1890's Victorian era.

The building continues to be owned by the County who plan to manage the facility as a multi-use venue. Plans are to manage the facility as a self-sustaining operation, and not rely in the future on county funds to pay for day to day or long term expenses.

2.0 Definition of Terms

Calendar Days: refers to every day whether it is a weekday, weekend or holiday

Commercial User: a person or organization renting the facility for commercial (for-profit) purposes

County Government User: a department of Porter County government renting the facility for County government purposes

MOH: Memorial Opera House

Non-Profit/Not-for-Profit User: an organization with 501C-3 or 501C-6 status renting the facility for non-profit or not-for-profit purposes

Presentation/Performance Hours: any time period when a presentation or performance is occurring

Prime-time hours: any hours on a Friday, Saturday, or Sunday

Private Individual User: a person or organization renting the facility for personal use, such as a wedding ceremony

Reservation: an agreement between the MOH and User to secure a date or series of dates for a designated fee

Reservation Deposit: the fee paid by the User to make the reservation

User: a person, department, business or organization that rents the MOH

Working days: Monday through Friday, excluding holidays

3.0 Hours Available for Rental

Hours available for rental of MOH are 8:00 a.m. to 12:00 a.m. (midnight) Sunday through Saturday. The beginning and ending times for any event you schedule, including the set-up, rehearsal, performance and strike/clean-up time need to be scheduled during these hours.

4.0 Rental Application Procedures

Please read through this policies and procedures manual and the accompanying application before you begin to fill out the any of the paperwork. It is in your best interest to meet with the Facility Director or Production Manager to discuss your application. Any inaccurate or incomplete information may delay your application and may result in losing your preferred date(s). Please note: Office hours for MOH are Monday through Saturday, 10 am to 2 pm. MOH staffmembers will be available to answer general questions during these times. If you need to meet specifically with the MOH Facility Director or Production Manager, it is best to call ahead and schedule a meeting.

4.1 Booking a Date: Steps to Follow in Renting The Memorial Opera House

Requests for rental will be handled on a first come, first serve basis. Every effort will be made to accommodate all applicants fairly and with dispatch, and to use the facility to the greatest extent possible. Please note: The process of approval is not automatic, and involves several stages. No verbal reservations are valid. Do not sign contracts with any artists or make any other irrevocable commitments until you have received written confirmation from the MOH Facility Director or Production Manager that your date has been confirmed.

Step 1. Talk with the Facility Director or Production Manager to discuss your prospective event, the desired date(s), your technical needs, ticket prices and other details; this can be done in person or by phone.

Step 2. Choose a date for your event. If the date(s) you want are available, we will put a tentative hold on them for 10 working days, while we wait for you to complete

Step 3. Receive a copy of the application and policies and procedures manual in person or by mail. We will wait for receipt of your completed application, and any other paperwork requested. Please note that if your application and deposit is not received by the date noted on your rental agreement, or it is incomplete, you may lose the date(s) that

were tentatively saved. If you should request date(s) that have been tentatively saved by another user, or are already reserved by another user, we will notify you if the date(s) should become available.

Step 4. When the original completed application has been returned to MOH, the Facility Director will review it. If application is approved, the MOH Facility Director or Production Manager will sign the rental agreement and return a copy to you. If application is incomplete, MOH will return all the information you sent, with notation about information that was not provided or incomplete.

Step 5. Failure to meet any of the fee payment dates may result in losing your fees already deposited and reserved dates.

Step 6. If the User is contracting with an artist to perform at MOH, we strongly suggest that the contact person asks us to review any artist's contract, riders, and/or letters of agreement, and complete program description before you sign the artist's contract. If necessary, we will make recommendations for changes in these documents in order to ensure compliance with the design, purpose, and technical capabilities of the MOH.

4.2 Contact Person and Alternate

When the application is filled out, each organization must list a contact person and an alternate for the event. These people are the liaisons for your organization with MOH Facility Director and Production Manager. It is the responsibility for the contact person and alternate to disseminate any necessary information, policies and procedures in the operation of the MOH with the remainder of the persons in your organization involved with your event.

4.3 Rental Fees

The rental fees are set forth in the MOH fee schedule. (Appendix A.)

Rental fees are established by the Porter County Commissioners. The fees are reviewed on a periodic basis and are subject to change at any time by the County Commissioners to keep pace with operating expenses.

Please note: your event is scheduled to be held at The Memorial Opera House at the dates and times noted in your rental agreement. All set-up and/or take down for your event needs to occur during these times. If anyone involved with your event arrives before the time scheduled to begin or leaves after the scheduled end time, we will need to charge you an additional rental fee, billed in one hour increments.

4.4 Payment for Any Damages Incurred During Rental

The User will be billed for any damages incurred by either the User or its patrons during the time period the User has rented the facility. The User will have an opportunity to inspect the areas in question along with the Facility Director and/or Production Manager.

4.5 Method of Payment

All payments shall be made to The Memorial Opera House. All payments shall be made in check or cashier's check, Visa, MasterCard, or Discover. All checks returned by the bank to the MOH shall be replaced with cash or cashier's check for the intended amount plus any bank fees incurred by MOH.

4.6 Insurance/Indemnity

Within 30 calendar days after making the reservation deposit, and at least 30 days prior to first use, User shall submit to MOH a comprehensive liability policy written by a company which must be approved by the county's insurance carrier, covering the premises, operations and productions at the MOH for the time of use.

The coverage for public events shall contain at a minimum the following:

1. General Aggregate Limit: \$1,000,000
2. Products - Completed Operations: \$1,000,000
3. Personal & Advertising Injury: \$1,000,000
4. Each Occurrence, Bodily Injury & Property Damage: \$1,000,000
5. Medical Expenses: \$10,000

The coverage for private events (weddings, family gatherings, and/or events where the public is not invited) shall contain at a minimum the following:

1. General Aggregate Limit: \$300,000

This coverage should be available on your homeowner's or renter's insurance policy. Your insurance agent should be able to help you with any questions.

The certificate of coverage must name MOH and Porter County as additional named insureds.

Users agree to hold harmless, indemnify and defend MOH, Porter County Government, and their employees,

members, agents and representatives against any and all damage, loss, injury, harm, and liability of any kind whatsoever, whether to person or property, occasioned by any act or omission, at User's own cost.

Please see attached sheet, Appendix B (yellow paper), as example of how insurance certificate must be worded and completed. It may be helpful to give a copy of Appendix B to your insurance agent.

4.7 Cancellations

At the time the reservation is made, MOH shall estimate the rent due for the reservation. Users shall pay 50% of the total rental fee due at the time the reservation is made. The payment amount is

determined by the current fee schedule (See Appendix A for current fee schedule). Any fees paid are not refundable or transferable.

Should the User leave the MOH early, on any day or a number of days, the fees still must be paid in accordance with the rental agreement.

If the User must cancel a public event, after ticket sales and publicity efforts have begun, the User is responsible for publicizing the cancellation through the User's normal publicity channels, and provide the MOH with a typed or computer generated announcement about the cancellation. In the event that the MOH is unfit for occupancy by User during the period covered by the rental agreement, by reason of fire, tornado, strike, civil disturbance or any other Act of God or cause beyond the control of the MOH, then this agreement will no longer be in effect. The MOH, as well as Porter County, will not be liable for any costs other than to refund the rental fee paid, in the event that the MOH is unfit for occupancy.

4.8 Double Booking: Booking Off Nights in the Midst of a Theatre Production Run

All sets and scenery to be left by renters in the MOH between performances (with approval) shall be constructed in a manner that will allow movement of the sets and scenery if necessary, with all sets and scenery constructed to be able to move and to be placed upstage, behind the mid-stage traveler.

All sets and scenery used by the MOH theatre company will reside behind the red main curtain during rentals. If scenery placed in front of the curtain cannot be moved, MOH will alert the renter to this prior to the event. The orchestra pit may be open during any such performance run. A schedule of upcoming events is available upon request.

If a second organization elects to rent the facility during an off night not already booked in the midst of a theater production run, the contact person of the theatre production will be notified of the necessity to move sets and scenery as soon as practicable, and no less than one week prior to the move. The User doing the theatre production will be responsible for moving its sets and scenery, on the last night of the production before the next scheduled use of the facility by another User.

4.9 Multiple Day Events

With advance permission of the Facility Director or Production Manager, the User may leave sets, props, decorations, etc. that belong to the User at the MOH between event times. Such property may need to be moved so that other users may have access to the MOH at times not rented by first User. MOH is not responsible for any damages that may occur to Users property between events; if Users chooses to leave property at the MOH between events, the User's insurance certificate needs to cover the time period from the beginning to end of the time period the User is renting, not just the time period you have paid rental for.

4.10 Reservations Past Current Year

We will accept reservations on January 2 of any given year for up to two years into the future. For example, on January 2, 2003, we will accept reservations through December 31, 2005; on January 2, 2004, we will accept reservations through December 31, 2006.

Reservation deposits for reservations made beyond the current year will be based on current fee schedule.

We cannot guarantee the future rental fees to be charged past the current fee schedule.

5.0 Promotion and Publicity

Please provide the MOH with information about where interested patrons can purchase tickets for your presentation/performance before your event occurs as we will receive questions about your event. Please put this information in your event press release, and provide us with a copy. Also, it will help us if you provide us with a copy of any posters, flyers, mailers, etc., that you send out to publicize your event.

All of your publicity/advertising should include:

1. name of sponsoring organization
2. time and date of performance
3. location and address of event: Memorial Opera House, 104 Indiana Avenue, Valparaiso, Indiana 46383
4. ticket prices (or notation if it is free)
5. ticket sales location
6. phone number for information. Do not use MOH phone number unless we are selling your tickets.

The User cannot imply in any way that the Memorial Opera House is involved in sponsoring, co-sponsoring, or producing the event.

6.0 Food and Beverages At Your Event

At this time, we do not allow food and beverages in the auditorium during events.

Catered events: If you want to have food and/or beverages brought in for your guests at your event, it is up to you to contact the caterer and make arrangements. Please contact the Facility Director or Production Manager for written permission no less than 30 days prior to your event. We will gladly speak to any caterer you have chosen to insure the event goes smoothly. Please remember that any delivery of food from the caterer needs to occur during the times you have paid for rental.

Alcoholic Beverages: Alcoholic beverages are strictly prohibited in this facility.

7.0 Ticket Sales

MOH personnel are available to take your reservations, and to sell tickets for your event at MOH for a percentage of your gross ticket revenue with a guaranteed minimum fee. If you would like us to sell your tickets, please ask us for additional information.

User shall not admit to the premises a larger number of persons that the seating capacity can accommodate (364). NO EXCEPTIONS.

Use of Ticket Booth during presentation/performances: The Ticket Booth can be used during your rental time if you are selling your own tickets for events, if requested. Be sure to notify Facility Director or Production Manager in advance. User needs to provide person(s) to run box office for your event. Also, be aware that you need to bring any supplies you may need to run the ticket booth: pens, pencils, paper, and other office supplies, etc. as well as bringing extra money to make change.

8.0 Security

The MOH reserves the right to require additional security for any event, the security force to be approved by the MOH, and paid for by the User.

No User shall place additional locks on doors.

9.0 General House Rules

The User shall be responsible for enforcing the Memorial Opera House regulations and procedures among all cast, crew and patrons. Failure on the part of the User to enforce these regulations and procedures shall constitute a breach of contract and may cause the immediate termination of the current as well as future agreements.

The User is not allowed to sub-lease any portion of the facility during their rental period.

The MOH Facility Director, Production Manager, and/or their authorized representatives will have access to all areas of the theatre during the time period of this rental agreement. At no time will MOH staff be restricted from any area of the building.

Smoking can be done, and food and drink can be consumed on stage, during theatre performances, only if it is called for in script. Advanced notice is to be given to the MOH Facility Director or Production Manager. Other than the previous statement, there is no smoking in any areas of the Memorial Opera House, or scene shop/rehearsal annex, at any time.

Food and drink are permitted in the lobby or stage areas only with written permission from the Facility Director or Production Manager. Users can consume food and non-alcoholic drink in the green room/dressing room area.

There is no alcohol allowed on premises. The consumption of alcoholic beverages by cast, crew or others in any part of the Memorial Opera House, including the stage, auditorium, lobby, green room,

dressing rooms, light booth, scene shop, or rehearsal areas is strictly prohibited. Any person found to be under the influence of controlled substances or alcohol will be asked to leave the premises.

Posters, flyers, photographs or printed matter shall not be displayed on the lobby or ticket area walls, doors or windows without written consent of the MOH Facility Director.

Do not staple, pin, tape, or nail anything to a finished wall surface anywhere in the MOH or do any plumbing, electrical, mechanical, painting, carpentry work to the facility or decorating of any kind in the facility.

User agrees to pay for the repair and/or replacement of any of the MOH equipment, appliances, materials, lighting, or supplies broken or damaged as a result of the User's rental of MOH.

Compliance with laws: User shall comply with all the laws and ordinances of the United States, State of Indiana, Porter County, City of Valparaiso and the regulations of the Valparaiso Fire Department and Porter County Board of Health. Fire Code: User must adhere to all City of Valparaiso and Porter County Fire and Building codes including, but not limited to, occupancy limits, aisle dimensions and safety measures prescribed by the Fire Inspector and Building Inspectors. If open flame, candles or flash pots or any substances of a flammable or highly explosive nature are to be used during an event, Users are responsible receiving written authorization for such use from the MOH Facility Director or Production Manager and for arranging for any permits necessary. Fire exits, aisles, fire-fighting equipment or other emergency equipment cannot be blocked in any way.

User shall pay for all permits, licenses and taxes that are incurred from doing their presentation or performance whenever required. Further, user agrees to promptly pay any royalties or claims for royalties, fees resulting from copyright infringement, or other charges required from private persons or corporations for the User's production and presentation of any event at MOH, and hold MOH harmless from any failure to make such payments.

Americans with Disabilities Act: User agrees that it will comply with Americans with Disabilities Act regarding its performance pursuant to this rental agreement.

The MOH assumes no responsibility for any loss or damage incurred from User's items left or stored in the facility.

Temperature Control: The acceptable temperature range for the MOH is 65-75 degrees. The temperature controls are preset and cannot be changed. User shall have no authority to change the temperature, or make adjustments to the boiler.

Users are responsible for providing supervision at all times for any children who are in the MOH, whether they are patrons, performers or family members of performers. Supervision needs to be in place during rehearsals and presentation/performances.

Users are asked to put any trash from stage, lobby or dressing room areas into the trash receptacles in those areas, at the end of each night they have rented the MOH.

Management reserves final authority on determining volume levels for all events.

The scene shop, costume room, and sub-basement are off limits for any rental event without prior written consent from the MOH Facility Director or Production Manager.

Any exceptions to house rules can be made at the discretion of the Facility Director or Production Manager.

Use of or tampering with MOH lighting and sound equipment by anyone other than MOH staff and their designated agents is strictly prohibited.

10.0 Technical Aspects

It is preferred that we know the User's technical needs, if any, at the time of your reservation; and it is mandatory that you provide us with written technical plan (covering lights, sound, use of scenery, sets, rigging on stage) no later than 30 days prior to your first presentation or performance. Please contact MOH Production Manager for technical specifications and information.

The management and staff of MOH will take no responsibility for technical problems resulting from inadequate advance planning and/or lack of proper communication with MOH. Please plan ahead!

10.1 Backstage Operations Personnel

All User backstage operations personnel will be required to go through an orientation of the building and proper use of equipment. No User personnel may use the stage and supporting equipment unless they have successfully completed this training. No exceptions.

If you would like to hire a MOH approved backstage operations person to help you in any aspect of setting up or putting on your presentation/performance, (lights, sound, set rigging, etc.) we can put you in touch with a list of people we have approved; it will be up to you to make volunteer, or wage and payment arrangements with that person.

10.2 Set Construction, Building and Assembly

The only location within the MOH where sets can be built and painted is the scene shop, which is available only with the prior written consent of the MOH Facility Director or Production Manager. Only set assembly and touch up painting can occur on the stage. If you find it necessary to do touch up painting on the stage, you must use a drop cloth.

User may not alter, remove or attach to the proscenium at any time.

Stage Floor: The floor is painted a flat black, and may not be painted over by User without permission. User can paint floor if approved by MOH Facility Director or Production Manager in writing, and User agrees to purchase paint and re-paint floor to original color after the production is completed, in a time frame acceptable to the MOH and User. Rosin may be used by dancers or other users; please inform MOH staff if you plan to use rosin. The stage floor and stage perimeter must be clean and clear of all material after you strike.

Securing sets to floor: sets can be secured to floor, if approved, by using drywall screws. Please include information about where you anticipate to use these screws when you first meet with your MOH technical support person.

Flame proofing of sets is not required by fire code but it is recommended to use a fire retardant finish on sets. If flash pots are to be used, please consult with Facility Director or Production Manager.

10.3 Striking The Set and Loading Out

The User will strike the set and load out immediately after the end of their production or event. You need to let the MOH Facility Manager or Production Manager know if you will be at the MOH past midnight. You will not automatically be able to work past midnight or return the next day to complete your work if you have not reserved time for that purpose in advance.

Groups who use the MOH must remove all personal items or items belonging to the User from any spaces they have used in the MOH before they leave, on the last scheduled day of their run, or they may be thrown away.

If objects are left at the MOH after your rental, and you have advised us you want to retain those objects, there will be a \$150.00 per day charge while any of the User's objects remain at MOH after the end of your rental. No exceptions. There may be another group waiting to use the theatre after you leave.

You should allot time for strike/load out when you set your rental schedule. Any additional, extensive cleaning that needs to be done will be subtracted from the User's security/damage deposit.

Users may utilize the MOH dumpster, outside of stage door, for any trash or refuse left after their strike, until the dumpster is full. The dumpster lid must be able to close. If the dumpster is full, Users are responsible for hauling and disposing of excess trash to an alternate site.

Appendix A: Rental Fee Schedule, Memorial Opera House

Regular-time Days/Hours: Monday through Thursday

Prime-time Days/Hours: Friday, Saturday, Sunday

This fee schedule is divided into three rental categories, each number within the schedule corresponding to a certain user category.

1. COMMERCIAL/PRIVATE INDIVIDUAL: rented by a private business for commercial purposes, or rented by private individual for personal use.
2. NON-PROFIT/NOT FOR PROFIT: rented by an organization that has Federal 501 C-3 or 501 C-6 tax exempt status, for purposes of a community service or fund-raising event.
3. COUNTY GOVERNMENT: rented by a department of Porter County Government for purposes which benefit county employees and/or citizens. This category not to be used for political purposes.

Auditorium

(Per hour rate, 2 hour minimum)

regular prime

1.	\$110	\$125
2.	\$65	\$80
3.	\$45	\$50

Deposits: All rentals require a \$100 refundable security deposit.

Weddings: Flat fee of \$500 (includes 1 hr. rehearsal, 3 hr. ceremony).
Additional hours available at \$100/hr.

East Lobby Room

\$50 for up to 3 hour period.

Rental Fees Include:

Auditorium Rental:

Street Level: Auditorium Seating Area, Stage*, Lobby, Box Office,
Lobby Restrooms

Balcony Level: Balcony Seating, Balcony restroom

Upon Request: Lower Level**: 1 bathroom, 2 dressing rooms, 1 prop
room, 1 make-up room

East Lobby Rental:

Lobby, East Lobby, Lobby Restrooms

* If the facility is rented during an off night in the midst of a theatre production run, the stage may be available only in front of the red stage curtain. The organization in charge of the theatre production will be responsible for moving any sets, flats, props or other stage gear involved in the theatre production behind the stage curtain at the end of their last performance prior to the next off night use of the facility, and will be given at least one weeks notice of such a need.

** If the facility is rented during an off night in the midst of a theatre production run, the make-up room will be available as the only make-up/dressing room. The organization utilizing the facility for a multi-night/week theatre production will be able to leave their costumes and props in the dressing room, if they desire. All items must be cleared from the make-up room, however, if another User will be using the facility during any off nights in the midst of the scheduled production run, and the multi- week/night User will be given at least one weeks notice of such a need.

Payment of Fees:

1. Rental, technical, equipment fees: 50% of total rental expense due at time of reservation, which serves as reservation deposit. Remaining 50% due at least 30 calendar days prior to the beginning date of reservation.

The following charges will be made when these items are needed/
requested:

Additional Technical Worker	\$20.00 per hour/per person/per day
Digital keyboard and Amplifier	\$25.00 per day
Piano (subject to approval)	\$400.00 per day
Wired Microphone	\$5.00 per microphone/per day
Wireless Microphone	\$10.00 per microphone/per day
Stage Monitors (2)	\$10.00 per day
Chairs (additional after 10)	\$1.00 per chair per day
Tables (additional after 1)	\$3.00 per table per day

Additional needs (lighting, batten use, etc.) are dependent on request,
subject to approval, and require a 30-day written request.

2. Additional fees: If any additional fees are to be charged at the end of the time period the facility is rented, (because of using additional time booked, damages occurring, or service fees incurred) the User will receive a complete breakdown of the fees charged. The User that has rented the facility will be presented by mail with a complete breakdown of additional fees. These additional charges must be paid within 30 calendar days of the date the letter was sent, or the User may be restricted on future booking opportunities.

ACORD. CERTIFICATE OF INSURANCE SAMPLE

DATE (MM/DD/YY)
01/01/00

PRODUCER

ABC Insurance Agency
123 Main Street
Somewhere, IN 46123

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY
A ABC Insurance Company

INSURED

ABC, Inc.
123 Main Street
Somewhere, IN 46123

COMPANY
B

COMPANY
C

COMPANY
D

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A X	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR OWNER'S & CONT PROT	1234567890	1/1/00	1/1/01	GENERAL AGGREGATE \$1,000,000 PRODUCTS-COMP/OP AGG \$1,000,000 PERSONAL & ADY INJURY \$1,000,000 EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 100,000 MED EXP (Any one person) \$ 10,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL OTHER				STATUTORY LIMITS EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Additional Insured per form CG2010 (10/93) is Memorial Opera House & Porter County Government. Users agree to hold harmless, indemnify and defend Memorial Opera House, Porter County Government, and their employees, members, agents.

CERTIFICATE HOLDER

Memorial Opera House and
Porter County Government
155 Indiana Ave.
Valparaiso, IN 46383

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Jane Doe