

VANDALIA CULTURAL ARTS COMMISSION

MUNICIPAL BUILDING GALLERY
EXHIBIT APPLICATION

ARTIST NAME _____

MAILING ADDRESS _____

TELEPHONE _____

CELL PHONE _____

EMAIL _____

WEBSITE _____

MEDIA/DESCRIPTION OF WORK _____

PROPOSED EXHIBIT DATES _____

NUMBER OF PIECES _____

(Maximum Number Subject To Approval Depending on Medium and Structure)

WILL YOU HOLD A RECEPTION? _____

IF SO, PROPOSED DATE/TIME _____

NOTE: ARTIST BEARS ALL RECEPTION EXPENSES; ALCOHOL IS NOT PERMITTED IN THE MUNICIPAL BUILDING.

PLEASE PROVIDE BIOGRAPHICAL INFORMATION FOR PUBLICITY PURPOSES.

EVENT INSURANCE REQUIREMENTS ATTACHED—PLEASE CONTACT US TO DISCUSS OPTIONS IF REQUIRED COVERAGE IS NOT AVAILABLE.

City of Vandalia

Special Events Insurance Requirements

Individuals or organizations using City of Vandalia parks or other facilities or participating in a special event (with or without a fee) within the City of Vandalia shall be required to submit certificates of insurance specifying the following minimum requirements:

1. Commercial General Liability Insurance Coverage

Bodily Injury and Property Damage, Combined Single Limits (CSL) of:
\$1,000,000 Each Occurrence

2. The insurance company shall have an AM Best rating of A- or better.

3. The following statement shall appear under ADDITIONAL INSURED:

"The City of Vandalia, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof are additional insureds. Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing or excess."

4. The certificate must specifically note the facility(ies) being used or the event in which the insured is participating and the applicable dates of coverage.