

**Eugene and Marilyn Glick**  
**INDIANA HISTORY CENTER**  
**Certificate of Liability**

Any individual, company or organization wishing to rent the Indiana Historical Society facility must present a Certificate of Liability Insurance. This is required to protect the lessee and IHS from liability resulting from your event, and is in addition to the insurance carried by your caterer and the IHS.

**Individuals**

- Contact your Homeowners insurance agent to request a copy of “Certificate of Liability Insurance”.
- The amount of liability must be for no less than \$500,000 Bodily Injury and Property Damage (BI/PD).
- The certificate must add IHS as an “Additional Insured” for the specific date of the event (Rider).
- Fax (317-234-0175) or mail the certificate at least 30 days prior to the event to:  
Special Events  
Indiana Historical Society  
450 West Ohio Street  
Indianapolis, IN 46202
- If necessary, a one-time “Special Event” policy may be purchased from some insurance agents at a cost of approximately \$500-1000. One company you may contact to purchase this type of policy:  
Gregory & Appel Insurance  
Teresa Leonard  
317-686-6478  
Fax 317-634-6629  
tleonard@gregoryappel.com

**Companies/Organizations**

- Contact your insurance agent to request a copy of “Certificate of Liability Insurance”. For multiple events throughout the year a “blanket” certificate may be requested.
- The amount of liability must be for no less than \$1,000,000 Bodily Injury and Property Damage (BI/PD).
- The certificate must add IHS as an additional insured for the specific date of the event (Rider).
- Fax (317-234-0175) or mail the certificate at least 30 days prior to the event to:  
Special Events  
Indiana Historical Society  
450 West Ohio Street  
Indianapolis, IN 46202
- If necessary, a one-time “Special Event” policy may be purchased from some insurance agents at a cost of approximately \$500-1000. One company you may contact to purchase this type of policy:  
Gregory & Appel Insurance  
Teresa Leonard  
317-686-6478  
tleonard@gregoryappel.com

If you have any questions please call, or have your insurance agent call the Special Events Department at 234-0081.