

## SELF AUDIT

Dear Preferred Client:

Over the years, we have tried to educate many of you in the different types of insurance coverage. Policies change, your operations expand, we do not always communicate when these changes occur. We therefore are encouraging you to do a self-audit to look at what insurance you currently have and what you are lacking. Below is a list of coverages we can provide you with explanations of the coverage. The policies that you carry have been marked and those you do not have been left blank.

**General Liability:** many venues now require a certificate of insurance as part of the requirements to rent a space. The certificate covers against claims arising out of bodily injury to the patrons and limited property coverage to third party claims. The policy does NOT cover injury to your employees, participants, volunteers, students, and company members. It also does NOT cover property owned, leased, rented or borrowed by the theatre group.

**Property:** This coverage will reimburse you for losses to real property, either owned by you, leased to you or rented by contract to you. A specific dollar figure must be given. In addition, the property is only insured at the venue address. If the property is in transit or is mobile, a separate equipment floater should be requested.

**Workers Compensation:** According to state law, if you have 2 or more individuals that you are paying as employees, you MUST carry workers compensation insurance. The basis of the premium is on payroll and job classification. To obtain a quote, we need annual payrolls, job classifications and FEIN.

**Accident:** Many groups have no employees, but still feel an their obligation to assist participants, volunteers or students when an injury may occur. We provide an accident policy for performing arts groups that pay medical expenses on an excess basis with no deductibles. The premium is a minimum of \$350.00 per year. Over 90% of our accident policies are at the minimum premium. # of students / participants \_\_\_\_\_

**Business Auto:** Business Auto Insurance can provide coverage for your fleet of vehicles and drivers (for you and qualified employees) against injury, loss or damage to vehicles or cargo, plus damage to other property.

**Equipment Floater/Inland Marine:** A policy under the terms of which protection follows moveable property, covering it wherever it may be. Most of the time this equipment is individually itemized.

**Directors & Officers/EPL:** this coverage protects directors and officers from liability arising from actions connected to their corporate positions / EPL- protects businesses against legal defense expenses and damages resulting from wrongful employment practices including discrimination, sexual harassment, wrongful termination and other related workplace issues.

**Liquor Liability:** When you are required by Statute or law to obtain a license either annual or short term, you must write a Dram Shop policy. This provision would apply even if you do NOT apply for a license.

**Business Interruption:** This insurance covers a reduction in your business income as a result of damage to your property, which is covered under the Fire Theft and Glass sections of your Business Insurance policy.

- Employee Dishonesty:** This insurance covers the theft of your business property or money by any of your employees either acting alone, or in collusion with others.
- Non-Owned/Hired Autos:** (1) Liability arising out of the operation of an automobile not owned by the insured. This frequently results when an employee uses his own personal car in the business activities of the insured; (2) Insurance coverage for the liability exposure mentioned above.
- Utility Interruption:** Provides coverage for loss of income as a result of the Off-Premise interruption of power, water or communications. This coverage has a 24 hour deductible before recovery can start.
- Umbrella:** A liability policy designed to provide liability protection above and beyond that provided by standard liability contracts.
- Valet/Garage keepers Liability:** Coverage for losses for which the insured is legally liable, caused by fire or explosion, theft of an entire vehicle, riot and vandalism, collision, and upset to automobiles in his care, custody and control.
- Builder's Risk:** Insurance against loss to buildings or structures in the course of construction.
- Glass Coverage:** A commercial property form used to insure plate glass, lettering, frames and ornamentation. Glass coverage is NOT included in building or contents policies. It must be purchased separately.

After this audit, you may have some questions or you wish to get a quotation on some coverages. Please email our office with any questions, concerns or comments on this form.

Keep in mind; we have companies that are now including Liability, property and Workers Compensation in one policy with a convenient monthly payment schedule.

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