Castlegar & District Public Library
1005 Third St Castlegar, BC V1N 2A2
Tel: 250-365-6611 Fax: 250-365-7765 http://castlegar.bclibrary.ca/

Library Meeting Room – Liability Insurance

Individuals, business, non-profits and government organizations renting the Library Meeting Room must obtain liability insurance prior to the rental date and provide the Library with proof of insurance.

Renters may obtain event insurance from any provider, but if you wish, there is an online portal through the Municipal Insurance Association of British Columbia https://eventpolicy.ca/.

To obtain liability insurance through Event Policy:

Go to: https://eventpolicy.ca/

Click: GET STARTED

Search: City of Castlegar in the ***event space owner*** search box

Event space owner

You are in the right place if you see this:

Selected Owner: The City of Castlegar
460 Columbia Avenue
Castlegar, British Columbia,

Certificates will be delivered to:
di*******@castlegarlibrary.com

Additional Insured

remove / start over

Click: Next →

Select event date(s) from the calendar. If your event starts and ends on the same day choose the same start and end date.

Click: Next →

Answer the questions on the screen. Note that you will need a minimum of 2,000,000 for the *Select Your Limit of Liability* question.

Sample Event and Cost

Price

Premium	$5.00
Service Fee*	$2.50
Total Price	$7.50

Taxes may apply

* Service Fees are non-refundable. Scroll down to accept terms and conditions and make your payment. Click 'Start Over' at the top of this page to begin a new quote.

Venue Owner:

The City of Castlegar

Additional Insured:

The City of Castlegar, Castlegar & District Public Library

Questions & Answers

Are you applying for insurance as an Individual, Corporation or Provincially Registered Non-Profit?
Individual
Applicant's Name (Named Insured)
Jane Brown
Has the Applicant (Named Insured) suffered any claims of negligence resulting in a Liability claim in the last 5 years?
No
You do not need to declare the Additional Insured. They are automatically added to your certificate according to the facility in Step 1 that you have chosen.
OK
What kind of event are you hosting?
Meeting Event
Are you building any temporary structures or hosting rides?
No
Are you rigging (hanging) any PA or Lights above ground level?:
No
Select Your Limit Of Liability:
$2,000,000
Select Meeting Event
Card, Board or Computer Games
Will you be serving alcohol at any of your meetings?
No
Number of people (maximum possible) at each meeting event:
10
What is the total number of meetings you will be hosting?
1

Continue with payment details and the Library will automatically receive your insurance certificate via email.