

**INSURANCE ACTIVITY REPORT 2017 - 2018**

<b>CLUB:</b>	Lake Minnetonka Garden Club	<b>Zone:</b>	Zone XI	<b>DATE:</b>	July 20, 2017
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<b>Completed by:</b> Emme Hester and Mary Upjohn	<b>Title:</b> Program Chairs	<b>PHONE:</b>
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DATE	ACTIVITY	RENTED BUSES or OTHER VEHICLES *		OTHER RENTALS (e.g., TENT)		LIQUOR BOUGHT & SOLD BY **		ATTENDEES OVER 2,500
		Yes	No	Yes	No	Club	Caterer	Yes or No
	Special or Membership Meetings (other than those held in members' homes), Zone Meetings, Fundraisers, Flower Shows, House/Garden Tours, etc.							


\*When leasing, hiring or renting a bus or other vehicle, please have the vendor provide a Certificate of Insurance, naming GCA and your club as 'additional insureds' and indicating liability limits of at least \$1,000,000. The insurance carrier must have a Best rating of not less than A-.

\*\*When using an 'outside' source of alcohol (e.g., hotel, caterer), please have the vendor provide a Certificate of Insurance, naming GCA and your club as 'additional insureds' and indicating liability limits of at least \$1,000,000. The insurance carrier must have a Best rating of not less than A-. In addition, please verify that the vendor has any liquor license or permit that may be required by your state or local law.