



Non-Profit Event Proposal

Organization Name: _____

Tax ID Number : _____

Contact Name: _____

Phone Number: _____ Fax: _____

Email: _____

Desired Event Date: _____

Event Proposal

Include a separate page detailing the event that you would like to host, including: anticipated event hours, space requirements, electrical needs, furniture needs, purpose of the event and full details of what the organization intends to do during the event. All event proposals must be submitted to the Genesee Valley Center Marketing Department no later than 60 days prior to the desired event date.

Genesee Valley Center does not allow solicitation of any type on premise.

Insurance Requirements

It is required to have access on the property known as Genesee Valley Center that a Certificate of Insurance be obtained that ensures \$2 million dollars of insurance for each occurrence, \$250,000 for damage to rented premise, \$5,000 for med exp, \$2 million for personal and adv injury, and \$2 million for general aggregate.

Description of Operation/location/vehicles/exclusions added by endorsement/special provision must list the following

Location: Genesee Valley Center, Flint MI

Gregory Greenfield & Associates; Jones Lang La Salle Americas, Inc; GG & A Broadway Partners, LLC and Jones Lang LaSalle Services, Inc. are named as additional insureds.

Certificate Holder
Genesee Valley

Genesee Valley Center
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