

As previously indicated, the New Town at St. Charles General Assembly (GA) event policy is not yet complete; however, the following guidelines are in place, but are subject to change without notice.

NEW TOWN AT ST. CHARLES GENERAL ASSEMBLY EVENT GUIDELINES

Standard Event Info:

- All events to be held on common ground (as defined in the governing documents for New Town) or in any area owned by the GA must be approved and coordinated through the General Assembly and NT Events with at least 90 days' notice. Fees may apply.
- All events must comply with insurance requirements listed below:

You are required to provide the GA with a Certificate of Liability Insurance. The minimum liability insurance requirement is \$1,000,000 per occurrence with \$2,000,0000 aggregate. The insurance must cover the participants or each participant/vendor will need to supply a certificate of insurance to the GA meeting the same requirements listed below. The certificate must name the New Town at St. Charles General Assembly as:

Certificate holder; and

An additional primary insured (not interest) for the following entities:

New Town at St. Charles General Assembly – [3333-5 Rue Royal, St. Charles, MO 63301](#)

New Town at St. Charles, LLC – [2120 N. 3rd St., St. Charles, MO 63301](#)

New Town Trust – [2120 N. 3rd St., St. Charles, MO 63301](#)

The following words must be included on the Certificate:

"This insurance is primary to the coverage of the New Town at St. Charles General Assembly which shall be non-contributory."

You are required to obtain Additional Insured Endorsement to the liability insurance policy. The Endorsement shall name the New Town at St. Charles General Assembly as an additional insured and contain the following words:

"This insurance is primary to the insurance coverage of the New Town at St. Charles General Assembly which shall be non-contributory."

The Endorsement must be provided to the New Town at St. Charles General Assembly at least thirty (30) days before the date of the event.

Contract & Contact Info:

A contract will need to be signed by the coordinator of the event 30 days prior to the event.

Lisa Galati, Team Leader/Sr. Property Manager
DNI Properties, Inc. on behalf of
The New Town at St. Charles General Assembly
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