

**A United Force for Change**

**Certificate of Insurance Request**

If you are hosting an in-person event and require a copy of HBA’s Certificate of Insurance(COI), please provide the details below and return this form to the attention of Malissa Quarterman at [**hbainvoices@hbanet.org**](mailto:hbainvoices@hbanet.org).

Please note, that the request should be submitted at least 30 days prior to the event.

**Title of Event:**

**Event Date:**

**Name of Venue:**

**Venue Address:**

**Estimated # of Attendees:**

**Security on hand:**

**Alcohol Served:**

**If alcohol is served, will it be served by a 3rd party and will they provide liquor liability insurance?**