

Certificate of Insurance (COI) Request Template

Complete the fields below and email this sheet to **hello@mochimeowco.com** with the subject line “COI Request – [Your Company] – [Event Date]”. Certificates are issued within one business day; rush requests are accommodated whenever possible.

Certificate Holder Details

Certificate Holder (exact legal name)	_____
Holder Mailing Address	_____
Building / Property Manager	_____
AP or Risk Contact Email	_____

Event Details

Event Date(s)	_____
Service Window (start – end)	_____
Venue Name	_____
Venue Address & Suite/Floor	_____
Estimated Headcount	_____

Coverage Requirements

Required GL Limit	\$1M / \$2M ☐ Other: _____
Additional Insured Wording	_____
Waiver of Subrogation Required?	Yes ☐ No ☐
Primary & Non-Contributory?	Yes ☐ No ☐
Deadline For Certificate	_____

Standard Coverage We Carry

- \$2,000,000 commercial general liability, per-occurrence and aggregate
- Products and completed operations coverage for food and beverage service
- Certificate holder and additional insured endorsements available on request
- Food handler certified staff and health-department compliant mobile setup