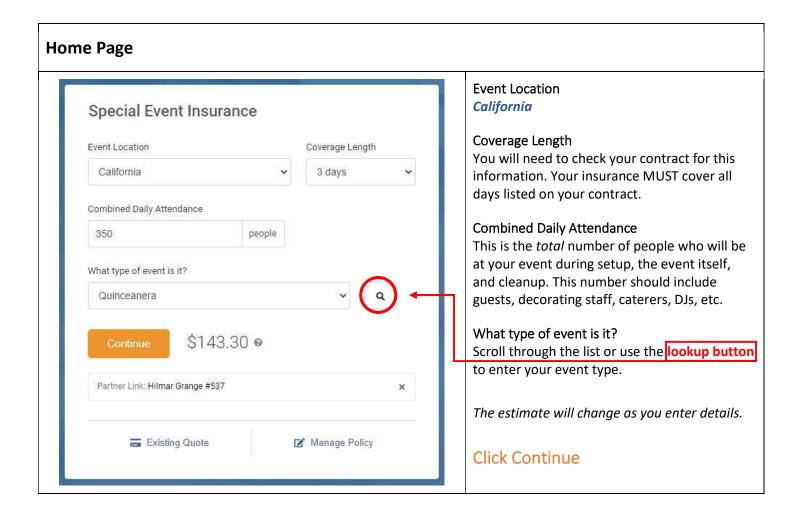
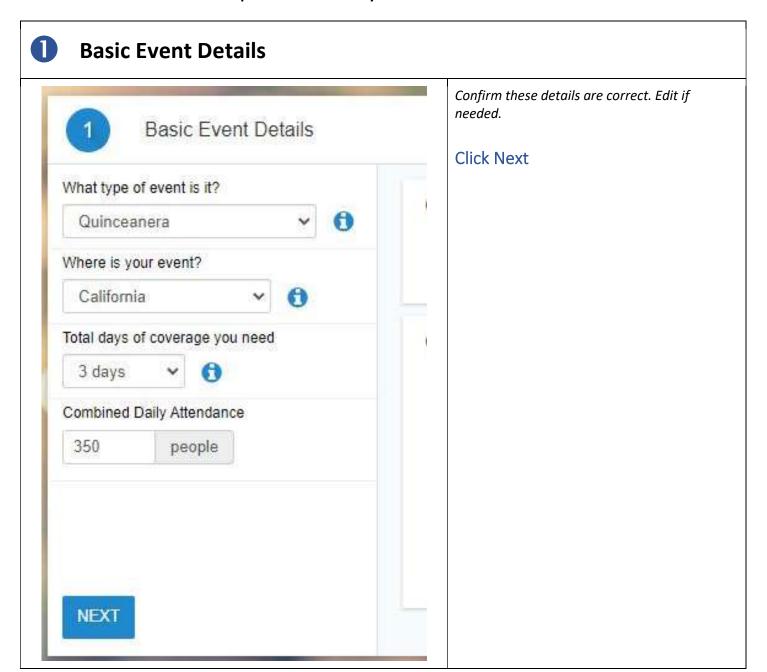
Special Event Liability Insurance Instructions

Please use these instructions to complete your Special Event Insurance form. The Special Event Insurance Form can be found at: https://www.theeventhelper.com#zH430H



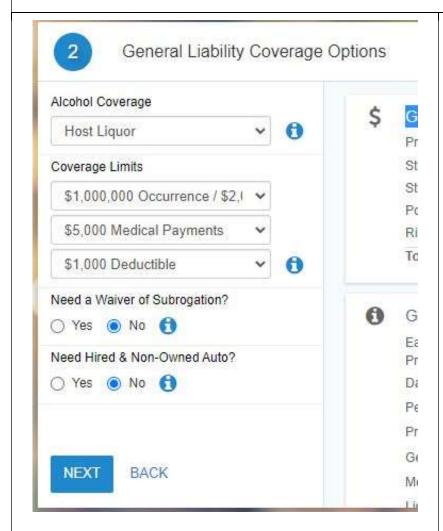
Special Event Liability Insurance Instructions



Special Event Liability Insurance Instructions

2

General Liability Coverage Options



Alcohol Coverage

If you are not providing alcohol and are *absolutely certain* that your guests will not bring alcohol to your event, select *None*.

If your event is a private party with an open bar but without an entrance fee or ticket sales, select *Host Liquor*. This is the safest selection even if you are not providing alcohol to your guests.

If your event has a no-host bar (you are selling alcohol) or you are selling event tickets that include a beverage, select *Retail Liquor*. You will also be required to obtain an ABC license through the State of California in this case.

Coverage Limits

\$1,000,000 Occurrence/\$2,000,000 Aggregate.

This is the minimum coverage that we require. You are free to select a higher coverage amount if desired.

\$5,000 Medical Payments. This is the minimum coverage that we require. You are free to select a higher coverage amount if desired.

\$1,000 Deductible. This is the highest deductible amount. It results in the least expensive policy. You are free to select a different deductible amount if desired.

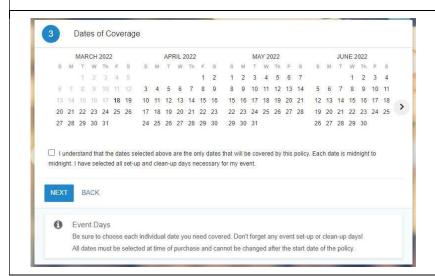
Need a Waiver of Subrogation? *No*

Need Hired & Non-Owned Auto? *No*

Special Event Liability Insurance Instructions

B

Dates of Coverage



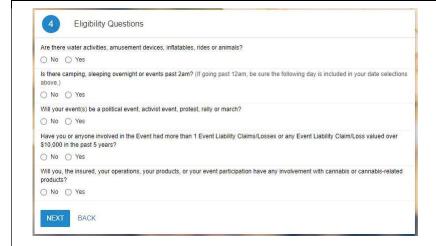
Select ALL days you will be on the premises.
This includes all set-up days prior to your event, the event date, and the day after your event.
The policy covers each day from midnight to midnight.

Check the box stating that you understand that the dates you choose are the **only** dates that will be covered by this policy.

Click Next



Eligibility Questions



Are there water activities, amusement devices, inflatables, rides or animals?

No. We do not allow any of these at our events.

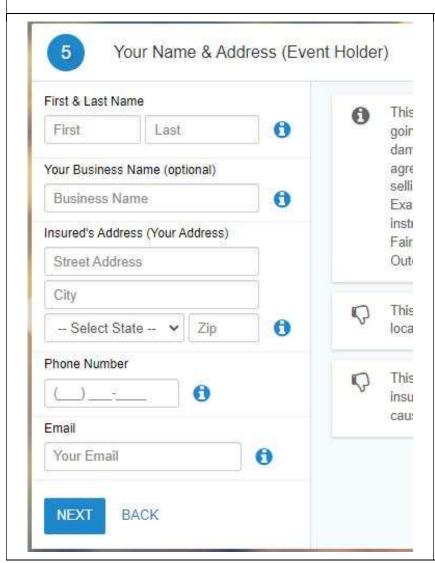
Is there camping, sleeping overnight or events past 2am? (If going past 12am, be sure the following day is included in your date selections above.)

No. Events at the Hilmar Grange Hall MUST end at midnight or earlier. Camping and overnight events are not allowed.

Continue answering the last three questions.

Special Event Liability Insurance Instructions

5 Your Name & Address (Event Holder)



This is the person who is going to be held responsible if someone gets hurt or something gets damaged. It should be the same person who signed the Rental Agreement. This person must be at least 18 years old.

First & Last Name Enter your name.

Your Business Name (optional)
If your Rental Agreement is under the name of a business, include it here.

Insured's Address (Your Address) Enter your address.

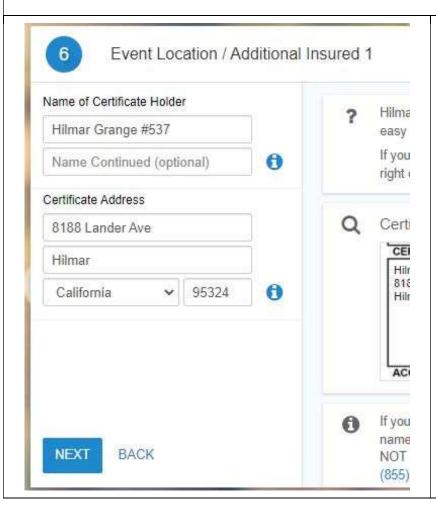
Phone Number Enter your phone number.

Email

Enter your email address. *This is where your insurance documents will be sent.*

Special Event Liability Insurance Instructions

6 Event Location/Additional Insured 1



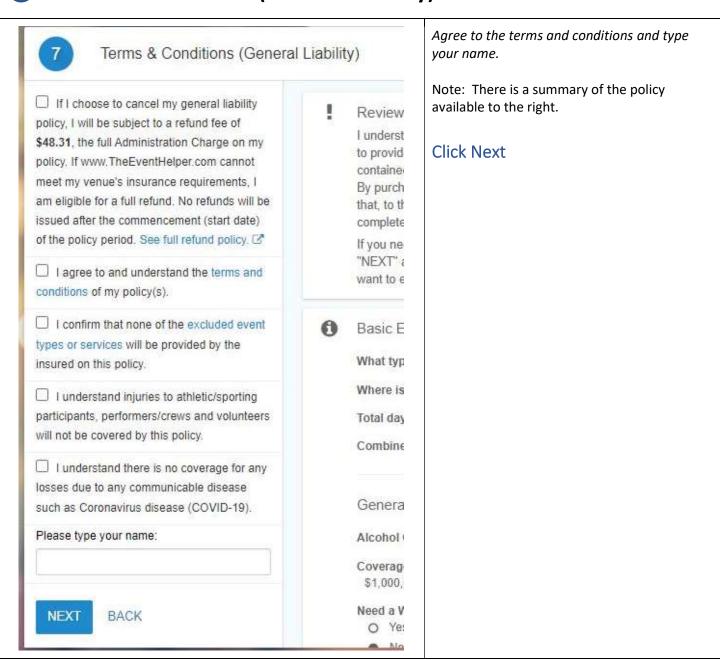
This section is already filled out for you. The Hilmar Grange Hall is the Additional Insured.

If your other venders require to be listed as additional insureds, you can add them by clicking the **ADD ANOTHER** button on the upper right corner.

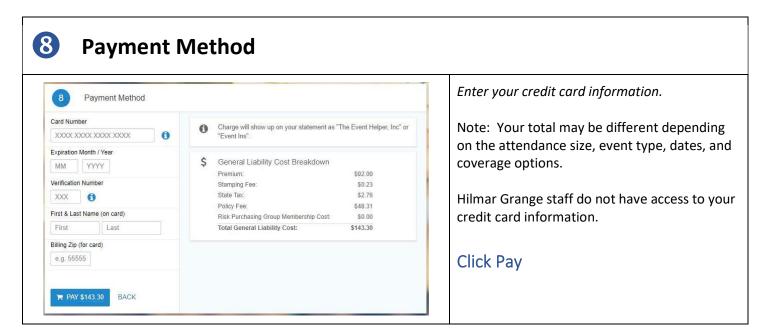
Special Event Liability Insurance Instructions



Terms & Conditions (General Liability)



Special Event Liability Insurance Instructions



A copy of your policy will automatically be sent to us.