



North Bay Schools Insurance Authority Special Events Liability Coverage



NBSIA is pleased to announce our new program offering Members Special Events Liability Coverage. This coverage is offered to Members at a low cost of \$100.00 per event and will provide the **first** \$1,000,000 in liability coverage should a claim arise.

How is this coverage different from NBSIA's Liability Coverage?

While NBSIA's Memorandum of Liability Coverage provides coverage for most school related events, this Special Events Coverage will provide the first layer of coverage, thereby providing NBSIA and its Members an additional layer of protection in the event of a loss. NBSIA has provided third party referrals for special event coverage in the past, but with the adoption of this coverage, NBSIA will have greater input and oversight, while allowing Members more latitude.

When should this coverage be used and by whom?

- non-501(c)3 parent/teacher organization sponsored events
 - Fundraisers
 - Carnivals
- Member sponsored, higher exposure events:
 - Overnight field trips
 - Events involving animals
- Any event for which a Member has limited control or that is accessible to the public:
 - Baseball tournaments at Raley Field
 - Proms
 - Trade/Exhibit Shows

What is the process to obtain this coverage?

- Unlike our Certificates of Coverage process, the Special Event Coverage **requires a minimum of 2 weeks to process.**
- All requests must be signed by the Member Board's Authorized Contract Signee
- All requests must be submitted with the required Certificates of Insurance naming the Covered Member as Additional Insured

These additional steps will require more planning and time to prepare – you may want to start the process 30 days before the event to avoid coverage complications.



North Bay Schools Insurance Authority Special Events Liability Insurance Questionnaire

Please allow a minimum of 2 weeks for processing

Cost for coverage is \$100.00

Member Name:

School Name:

School Level:

Group Conducting/Sponsoring Event:

Contact Person Name:

Phone Number: Fax Number:

Email:

Event Information

Event Name:

Event Description:

Event Date:

Event Start Time: Event Conclusion Time:

On school / district premises

Off premises Specify location:

Mailing Address:

Mailing Address City State ZIP Code

Event Attendance Information

Restricted to students only Open to the public

Estimated number of attendees/participants:

Does the event include any of the following? Check all that apply:

- Activities in or on a lake, pond or open water (swimming, boating, fishing, etc.)
- Overnight stay by attendees
- Alcoholic beverages sold, served or permitted
- Interscholastic athletic competition

Indicate if any of the following products or services will be provided for the event by an outside vendor or rental company:

- DJ, KJ or other recorded music
- Games
- Live animals (for display or petting)
- Dunk Tanks
- Inflatable devices
- Live musical or other entertainment
- Food or beverage
- Liquor (sold or served)
- Motorized midway/carnival rides
- Water slides
- Live animal rides

For any item marked above, list the name of the vendor, product or service being provided. Please attach insurance certificates from each vendor listing the member as an additional insured, including the second page titled the Additional Insured Endorsement.

Vendor Name	Product or Service	Certificate of Insurance provided

For insurance office use: Questionnaire reviewed by: Date:

Print Name of Site Administrator

Sign

Date