

## ADDITIONAL EVENT INSURANCE

Does our event need insurance?

**Remember:**

- If the OHSET name, logo or banner is used in any event, it needs insurance
- If the function is open to the public and is an "at will" community event, no mention of OHSET, anyone can attend and there is no need for insurance.

Our team needs insurance now what do we do.....

Go to the OHSET web page at  
OHSET.com  
click on the Insurance Tab  
click on New Event Insurance  
and complete the application

As indicated on the application, the exact dates of all events hosted by you or are being hosted for your teams benefit must be declared in writing and approved by the insurance company in advance of the event date in order for coverage to apply for that event. Coverage is not provided for event dates that have not been declared to and approved by the company in advance of the event.

Events requiring prior notification include, but are not limited to, on or off-premises clinics, sanctioned or not-sanctioned horse shows, gymkhanas, non horse fundraisers, etc. that are hosted by you or hosted for your benefit. Events that you attend but do not host do not require prior written notice and approval. Please remember our policy does not cover Parades, Rodeos and Pony Rides!

Use the CGL, Club & Event Liability – Additional Event Dates Form when requesting event date coverage. Once you have completed this form please e-mail it to [djohn@ohset.com](mailto:djohn@ohset.com) and it will forward to our agent for approval. Once approved you will receive a certificate for your event.

Please be sure to notify us as early as possible, as some types of events may require an additional application supplement to be completed. Additionally, not all events may qualify for coverage. Early notification will allow our insurance company the time needed in order to make other coverage arrangements if your event does not qualify for coverage under our liability policy.

The first part of the form is your team information and the person in charge of the event.

Applicant: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_City: \_\_\_\_\_State: \_\_\_\_\_  
 OR\_\_Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact Person: \_\_\_\_\_

In this section you enter the event information.

Event/Show date(s) \_\_\_\_\_ Description of Event: \_\_\_\_\_  
 Location of event: \_\_\_\_\_  
 Description of event activities: \_\_\_\_\_  
 Average number of competitors per Show / Event: \_\_\_\_\_  
 Average number of spectators per Show / Event Day: \_\_\_\_\_  
 Maximum number of competitors: \_\_\_\_\_  
 Maximum number of spectators: \_\_\_\_\_  
 Sanctioning Organization(s): ie: OFEA, OQHA, WHO ect. \_\_\_\_\_

Use this section only if the arena, owner, school etc need to be named as an additional insured. You do not need to name your team.

List Additional Insureds with relationship descriptions. For example: land owners and/or owners of facilities leased, sponsors of events, etc. If you are uncertain of the name at the time of application, please list TBD for "To Be Determined".

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The final section is your signature and date. This is very important as the application cannot be processed without it.

*Must be signed and dated)*

Insured's Signature: \_\_\_\_\_  
Print name: \_\_\_\_\_ Date: \_\_\_\_\_

What does this cost and how do we pay for it?

Normally it is \$45 per day but depending on the event that could increase the cost.

Addition insured is \$20 per name.

Once State is billed for the coverage your district will be billed. Your district is responsible for billing the team.

We need to cancel our event  
How do we do this?

There is no form for this notification so please just send an e-mail to me and I will notify our agents. Events that have been cancelled or rescheduled must be made know to our agent within one week of the original event date scheduled, and before the makeup date occurs.