

### **IMPORTANT NOTICE REGARDING EVENT DATES!**

As indicated on the application, the exact dates of all events hosted by you 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. 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!

Please 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 I will forward it to our agent for approval.

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. Failure to provide advance written notification to our agent of any event date will result in no coverage provided for that event. There is no form for this notification so please just sent an e-mail to me and I will send it to our agents.

Please be sure to notify me 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.

There is a charge for additional event coverage which starts at \$45 per event. Once we are billed for the coverage we will bill the district not the high school.

I have received several requests to add arena's that did not get added at renewal. So I contacted our agent and this is what she replied "If they do not require additional insured status we do not need the name. If they want a certificate specifically naming them but not giving additional insured status you can email me that information and advise they do not want A/I just a certificate, there is no charge for that as we issue the certificate from our office. If they require A/I we have to submit that to the company and they charge for the endorsement." Hopefully this answers all of the questions so if the arena doesn't need anything special you can give them a copy of the blanket certificate, this can also be used for any school that wants a copy of our insurance certificate for their files.

Please feel free to contact me if you have any questions my phone number is 541-961-1345 or you can e-mail me at the above address.

Denise John  
State Treasurer  
OHSET, Inc