

## Instructions for purchasing insurance from The Event Helper

Click on the special UCCR/Event Helper link in your reservation contract email, (or use the link on our website) [www.theeventhelper.com#srv7ha](http://www.theeventhelper.com#srv7ha)

### 1) Basic Event Details

Choose the event type closest to your event (call them at 855-493-8368 if not sure what to pick).

Common events are: Reunion – indoors, Amateur and/or professional meeting, Church meeting, Meeting – indoor, Old timer event, Seminar, Yoga event, or whatever matches your event best.

Choose the state in which your retreat or event will take place.

Enter the number of days you will be staying. Friday through Sunday would be 3 days, an overnight is considered 2 days.

Enter the estimated number of guests attending your event EACH DAY (include all staff or chaperones, not just the attendees, and also include those that may not be staying overnight).

### 2) General Liability Coverage Options:

Choose YES to include General Liability

Keep Host Liquor (no extra cost, and protects you in case liquor brought to a non-alcohol event)

Coverage limits are \$1 million, \$2 million aggregate.

No need for waiver of subrogation.

Hired & Non-hired Auto- is generally only needed if you hire vendors or use commercial busses. (More detailed information is on their website)

### 3) Dates of coverage:

Choose each day you will be on site on the calendar. NOTE: If you do several events each year, you may enter those individual dates so that one certificate can cover several events!

### 4) Weather and disaster coverage:

The weather and disaster will only provide coverage for events that have to be cancelled due to something completely out of anyone's control - like weather and other disasters. It would then reimburse you for any non-refundable deposits or expenses. It would not provide coverage if your group decided to cancel.

### 5) Eligibility Questions:

Answer the questions about rides or animals, and answer YES if you plan to use the pool or canoe, etc. (depends on which site you are going to)

Enter the description of your event (Men's Retreat, quilting, or scrapbooking get together, or whatever describes your event best).

6) Enter your name, the group or organization name, and address information.

If you are an individual purchasing for your group, be sure to put the GROUP NAME in the 'business name' box!

7) Event location-

Use the pull down menu to choose the UCCR location you are using. It will fill in all the necessary information on your certificate for you!

8) Terms & Conditions-

Read and check the boxes to agree. Confirm all your entered information. Click the back button to correct any entries.

9) Enter your payment information

Once completed The Event Helper will email the certificates to both you and us! So easy!