

District & Special Interest Group Event Insurance

To be included in the CPTA Special Event Insurance Coverage, the Districts and Special Interest Groups must provide the following to the CPTA Office **no later than January 31**.

- Plan your events for the year. This ties in with your Budget, which is given out to the DI/SIG Treasurer at the end of third quarter this year.
- Please email the following information for each of your planned events to Allison Wiesemann at awiesemann@ccapta.org **by January 31**.
 1. Sponsor Name (District/Special Interest Group)
 2. Name/Type of Event
 3. Date of Event
 4. Location of Event
 5. Estimated number of attendees
 6. Need liquor liability – Yes or No
- Each event requires a separate Special Event Insurance Application. There is no additional cost unless the event changes in regards to number of attendees, liquor liability, location, activities, etc. The Special Event Insurance Application form needs to be completed approximately three weeks prior to each of your planned events. *Completed applications for each event are required* in order to get the information endorsed onto the policy. You must email the completed form back to Allison Wiesemann at the CPTA Office.
- After January 31, you will need to obtain additional insurance for your events. CPTA can put you in touch with our insurance company to obtain a separate event insurance quote. If you choose to use another insurance carrier, you must send a copy of the additional insurance to CPTA for proof of coverage prior to your event.
- Currently all District/SIGs are covered under the CPTA's general liability insurance. If you are asked for a certificate of insurance by a facility for a meeting you need to contact the CPTA Office for the certificate of insurance. Since we have to request the certificate from the insurance company please allow five (5) working days to receive the certificate.
- CPTA and its District/SIG officers are covered under the APTA's Director and Officers liability insurance and APTA's Fidelity Bond insurance.