

SPECIAL OLYMPICS REQUEST FOR CERTIFICATE OF INSURANCE



This form should only be utilized when a facility/organization requires a certificate of insurance.

1. Date: _____ Person Completing this Form: _____
2. US Program/Area: Special Olympics New Hampshire
3. US Program/Area Address: _____
4. US Program/Area Phone: _____ Fax: _____ Email: _____
5. Name of Event: _____ Date of Event: _____
6. Site/Location of Event: _____
7. Is this Event a Fundraising Activity? Yes No

If the event is a fundraising activity, please provide answers to the following:

- a. Will the Event last more than 7 consecutive days? Yes No
- b. Will more than 5,000 spectators/participants be in attendance? Yes No
- c. Are participants required to sign a Release of Liability Waiver? Yes No

Please attach any pertinent information regarding fundraising activities (brochure, advertisement, specific details).

Note: If the event involves any of the following, please contact Mary Conroy immediately at (603) 624-1250 Ext 26, as the policy either specifically EXCLUDES coverage for these events or requires the U.S. Program to meet certain underwriting requirements. Coverage is not provided for the following activities unless approved in advance by the Insurer.

- Alcohol
- Over The Edge events
- Rock Climbing Walls
- Mechanical Rides
- Aircraft (other than a Plane Pull)
- Golf Ball Drops
- Animals (other than Equestrian practices/competitions)
- Fireworks
- Firearms
- Rodeos
- Fundraising Events lasting more than 7 consecutive days
- Fundraising Events with more than 5,000 people (including spectators & participants) in attendance
- Inflatable Devices

8. Is the Event exclusively for Special Olympics Athletes? Yes No
9. Is the Event Sponsored by a Special Olympics Program? Yes No
10. Is the Event Conducted by a Special Olympics Program? Yes No
11. Is Alcohol Being Served at the Event? Yes No

a. If so, please provide additional details (such as alcohol is included in the ticket price, cash bar, donated): _____

12. Certificate Holder (entity requiring certificate): _____

13. *Does the Certificate Holder require Additional Insured status? Yes No

a. If so, please outline the requested Additional Insured wording: _____

b. If so, please outline the Additional Insured's role in the event (such as sponsor, location of event, etc.): _____

14. Certificate Holder Contact Person: _____

15. Certificate Holder Address: _____

16. Certificate Holder Phone: _____ Fax: _____ Email: _____

***ADDITIONAL INSURED STATUS SHOULD BE PROVIDED ONLY IF IT IS A REQUIREMENT OF THE CERTIFICATE HOLDER.**

17. Are you required to enter into an agreement/contract/permit with another party relative to the above-referenced event that contains assumption of liability, indemnification, or hold harmless language? Yes No

Original Certificate should be sent to: US Program

Requests should be submitted two weeks before the certificate is needed.

Send to SpecialOlympics@sonh.org