

National Federation of Music Clubs Administration NFMFC Liability Request Form 2022-2023

(for additional events attach separate sheets)

Event Name	Date of Event	Location of Event	Certificate Required	Event Fee \$

TOTAL:

General Information:

NFMFC and its members are purchasing Liability Insurance only. This provides coverage to a third party for bodily injury or property damage the entity causes.

You must be a member in good standing to obtain insurance!

Deadline to submit requests: **August 15, 2022** for events September 1 – December 31, 2022

December 1, 2022 for events January 1 – August 31, 2023

Cost per event is \$17. Any events registered after the designated deadline will be \$18 per event.

Cost per event having consecutive days is \$20.

An event on a single day but at multiple sites costs \$17 per site.

No requests will be processed without an accurate venue name, address and date of event.

If an event requires a rider of an additional insured, give the exact language required.

Any changes requested after a certificate is issued will result in a \$5 change fee.

If you need to change an event date, and wait to inform NFMFC until the original date has passed you will owe another full event fee. There is NO credit in that situation.

A certificate verifying insurance coverage is issued only to an event that requests it. Certificates will be sent to the **state liability chair only**.

Coverage is not guaranteed until payment is received and processed by NFMFC Headquarters.

“No payment = No Insurance”

Send this form to your State Liability Chair or State Treasurer along with the signed Child Protection Form and payment to: Debbie Wiser, interim WSFMC Treasurer, 14613 NE 112th St, Vancouver, WA 98682

(The State Liability Chair or State Treasurer will submit this form with signed Child Protection Form and payment to: Jennifer Griffin, Executive Director, 1646 W Smith Valley Road Greenwood, IN 46142 jenniferk@nfmfc-music.org)