

**National Federation of Music Clubs Administration NFMC Liability Request Form 2023-2024
(for additional events attach separate sheets)**

Event Name and Organizer's Club Name

Date of Event

Location of Event

Certificate required YES or NO

Event Fee \$

TOTAL: \$

General Information:

NFMC 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, 2023 for events September 1 – December 31, 2023

December 1, 2023 for events January 1 – August 31, 2024

Cost per event is \$20. Any events registered after the designated deadline must include \$5 late fee.

Cost per event having consecutive days is \$25.

An event on a single day but at multiple sites costs \$20 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 NFMC 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 NFMC Headquarters.

"No payment = No Insurance"

Scan, sign and email this form to your State Liability Chair along with the signed Child Protection Form to yelenabalabanova@gmail.com

Payment must be made at nfmc-music.org

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