



## Special Event Insurance Coverage Request Form

(Revised: 2/18/2022)

Document owner: Insurance chair

Contact info: [insurance@ohconline.com](mailto:insurance@ohconline.com) or go to 'Contact Us' to find current committee chair phone number.

### **SPECIAL EVENT COVERAGE REQUEST (Please Print or type - Must be Legible)**

FORM MUST BE COMPLETED IN ITS ENTIRETY

1. Date of Request: \_\_\_\_\_ 2. Date(s) of Event: \_\_\_\_\_ Rain Date: \_\_\_\_\_

3. Name of Chapter or Associate group requesting coverage: \_\_\_\_\_

4. If Associate indicate sponsoring OHC Chapter: \_\_\_\_\_

5. Type of Event: \_\_\_\_\_

6. Location of Event: \_\_\_\_\_

7. Contact person for Event:

Name \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Rodeo type events are NOT COVERED under any circumstances.

Pole Bending, Barrel Racing and the like are not considered rodeo events.

8. List any Additional Insured Endorsement / Premises owner. Complete Address required  
\$40.00 additional fee required for each endorsement. (List any other Additional insured on back)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

#### **CHAPTER FEES:**

-\$75.00 PER DAY (Shows, Rides, Demos, Trail work days, Tack show)

-\$120.00 PER PARADE-PONY RIDES, WAGON EVENTS

#### **ASSOCIATE MEMBER FEES:**

-\$150.00 PER DAY FOR ASSOCIATE MEMBERS

-\$175.00 PER DAY FOR ASSOCIATE MEMBERS PARADE-PONY RIDES, WAGON EVENTS

**If for any reason your event is canceled, inform the insurance chair within 10 days to move to another date. After 10 days, event charges will apply. Insurance costs are non-refundable.**

IF YOU FAIL TO SUBMIT YOUR REQUEST FOR COVERAGE LESS THAN 10 DAYS IN ADVANCE, THE CERTIFICATE OF INSURANCE MAY NOT REACH YOU IN TIME FOR THE EVENT. In case of last minute event all requests must be made by Wednesday in order to process. ALL CERTIFICATES WILL BE SENT TO THE E-MAIL ADDRESS PROVIDED BELOW.

#### **MAKE CHECKS PAYABLE TO: OHIO HORSEMAN'S COUNCIL SEND COMPLETED**

#### **FORM WITH PAYMENT TO:**

State OHC Insurance Committee C/O Jackie Romaker

9101 McCutchenville Rd.

Wayne, OH 43466

PHONE: 419-575-3623 E-MAIL: [insurance@ohconline.com](mailto:insurance@ohconline.com)