



O/B 1129337 ONTARIO INC

This form to be used for requests for Certificates of Insurance
Completed forms to be remitted to Katelyn Richardson

Email: katelyn@norwichinsurance.com
Fax: 519-863-2015

Questions? Call 519-863-2014

IT IS REQUIRED THAT REQUEST BE SUBMITTED 14 DAYS PRIOR TO EVENT

EVENTS WITH ALCOHOL: Liquor Liability Questionnaire must be completed and remitted with certificate request form. Liquor Liability Questionnaire can be found at www.norwichinsurance.com under Programs

EVENTS WITH EXCLUDED ACTIVITIES: Certificates of Insurance from Vendors providing excluded activites must be remitted with this form, showing the Rotary Club as additional insured. Refer to policy documents for exclusions.

ROTARY DISTRICT # _____

THIS IS FOR THE ROTARY CLUB OF _____

CONTACT NAME: _____

MAILING ADDRESS: _____

TELEPHONE # _____ FAX # _____

EMAIL ADDRESS: _____

DETAILS OF THE EVENT

DATES: _____

NAME OF THE EVENT: _____

DESCRIBE OPERATIONS: _____

DOES THE EVENT INCLUDE THE SERVING OF ALCOHOL? YES NO

WHERE IS THE EVENT? _____

WHO IS THE CERTIFICATE HOLDER (WHO has asked Rotary Club for proof of Insurance?)

NAME: _____

ADDRESS: _____

PHONE # _____ FAX # _____

CONTACT EMAIL: _____

IS THERE ANYONE WHO HAS ASKED TO BE SHOWN AS AN ADDITIONAL INSURED FOR THIS EVENT? IF SO,

NAME: _____

ADDRESS: _____

PHONE # _____ FAX # _____

CONTACT EMAIL: _____