

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

EVENTS WITH ALCOHOL SERVED BY ROTARY: Liquor Liability Questionnaire (LLQ) must be completed and remitted with certificate request form. The LLQ can be found at www.norwichinsurance.com under Programs

EVENTS WITH EXCLUDED ACTIVITIES: Certificates of Insurance from Vendors providing excluded activities 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

DATE(S): _____

NAME OF THE EVENT: _____

EVENT LOCATION: _____

WILL ROTARY HOLD A LIQUOR LICENSE FOR THE EVENT? ☐ YES, LLQ Required ☐ NO

DESCRIBE OPERATIONS: _____

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: _____