

EVENT PLANNING RISK MANAGEMENT TIPS – INSURANCE

The Rotary District Insurance Package is designed to cover most of the Rotary Clubs events, however with every insurance policy there are some exceptions. As general liability policies are not designed to cover larger or high risk events, it is important to follow the following steps when planning your Rotary event:

1. Review list of events covered under the District insurance policy.
2. Advise our insurance broker Wilson M Beck Insurance (Kamloops) of the event 60 days prior to the event at rotary@wmbeck.com. The reasons why this is so important:
 - a. Budgeting: Assists in determining if there are any additional costs associated with the event.
 - b. Saves unneeded stress over last minute tasks left to do with regards to the insurance.
3. Review cash handling checklist
4. Ensure anyone preparing food has their food safe certificate
5. Ensure anyone serving alcohol has their serving it right or an equivalent serving certificate.
6. Collect certificates of insurance from all Vendors and ensure they are naming the Rotary District and your Rotary Club as “Additional Insured” with regards to the event you are planning.
 - a. Vendors can include, food vendors, alcohol vendors, artisan vendors, product vendors, companies providing security, etc.

IMPORTANT NOTICE:

Rotarians **ARE COVERED** when simply providing volunteers at the above-mentioned events when the events such as parades, fall fairs, etc. are planned by other parties i.e. the City/Township, and other not for profits such as the Chamber of Commerce, Lions Clubs, etc.

Purchasing separate event liability policies is the responsibility of the organizing party.

HOW TO GET A HOLD OF OUR BROKER: WILSON M BECK INSURANCE (KAMLOOPS)

Rotary@wmbeck.com

Phone: 236.425.1770