



Gallagher

Insurance | Risk Management | Consulting

EVENT PLANNING GUIDE FOR ROTARY INSURANCE

Please complete this questionnaire and additional forms as follows

ROTARY DISTRICT: 7815

- 1) Will there be more than 500 people attending an event where liquor is being served?

Yes _____ No _____

If yes, please complete **Form A** and submit for review.

- 2) Will the total value of equipment being used, borrowed or rented plus food and liquor inventory exceed \$10,000?

Yes _____ No _____

If yes, please complete **Form B** and submit for review.

- 3) Does the venue (i.e. Community hall) or the City or Town in which the event is being held, require your club to provide proof of insurance?

Yes _____ No _____

If yes, please complete **Form C** and submit for review.

- 4) Does the event involve car or boat racing, air shows, or the operation of aircraft or boats?

Yes _____ No _____

If yes, please contact our office for assistance.

If you have any questions or concerns please contact:

Rotarian Chris Iwankow at (204) 894-1792

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