

Special Events Liability

The Special Events Liability Program is a separate insurance policy for third-parties who use the facilities of participating colleges, universities and seminaries of the EIIA Master Property & Casualty Insurance Program. These third parties can be individuals, not-for-profit organizations, corporations, camps, and clubs that host events on your campus for their own benefit. Francis L. Dean in CA is our partner in the administration of this program. Questions or concerns should be directed to the contact below.

Steps to access online application:

Step 1 – Visit the EIIA Website (<http://www.eiaa.org>) and select “Property & Casualty Insurance” under “**Programs & Services**”.

Step 2 – Scroll down to the bottom and click “Access our NEW! Special Events Application” or click on “apply now”.

Step 3 – Review and print the page which lists a detailed summary of the coverage provided by the policy as well as the exclusions.

Step 4 – After reviewing the coverage, scroll to the bottom of the page and click on the link “**Click here for a quote or policy now**” you will be able to obtain a quote or purchase a policy

Step 5 – Fill out the application form with as much detail as possible. The application is part of the policy, so the information noted on the application must be accurate and complete in order to procure coverage.

Step 6 – Once the information is completed, the next section is the Premium Computation. To retrieve the class code for the type of event you are hosting, use the link “Click Here” in step 1. If you are unsure about the class code – contact Francis L. Dean.

Step 7 – Once the *Class Code* and *Number of Participants* are selected, a premium will display underneath, **this is your quoted premium**. At this point, stop if you are not ready to purchase your coverage. If you are ready to purchase coverage, proceed by entering your complete “Billing Information” including the credit/debit card information and click on “**Submit Application**”.

Step 8 – You are finished! A copy of the certificate is sent to you via e-mail along with the special events coordinator at the leasing institution.

Additional Information

The Special Events Liability Program is available to any individual, club, camp, corporation or not-for-profit organization via the EIIA Website.

After the application is submitted - The credit card will not be charged until the application is reviewed and approved by Francis L. Dean. If approved, the credit card will be charged and a certificate will be issued (A certificate evidences the insurance coverage purchased). If it is not approved, the credit card will not be charged and the applicant will be contacted for questions.

If a credit card is not available - Fill out the application and print a copy. The application along with your payment should be sent via US mail to Alyson Norrbohm at FL Dean of California. A certificate will not be issued until the application is approved and payment is received. You must allow additional time for this process.

Camps - All summer camps and sports camps are required to select “**Class V**” for their quote and check that coverage is needed for **General Liability** and **Accident Medical**. If your event includes minors, you will be required to evidence sexual molestation coverage.

For special events not listed, additional payment options or use of the website please contact:

Alyson Norrbohm
Francis L. Dean & Associates
anorrbohm@fdean.com
Phone: 888-416-9091 x101
Fax: 310-416-8732

Francis L. Dean & Associates

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