

# Request for Certificate of Insurance For Barbershop Harmony Society

(Please note this process can take up to 4 weeks depending on your specific circumstances, so request early!)

Today's Date: \_\_\_\_\_

To: Barbershop Harmony Society

ATTN: Customer Service Center Phone: 800-876-7464

Email: customerservice@barbershop.org

From:	Phone:	Email:
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Name of Your Chapter or Chorus: \_\_\_\_\_ Chapter Code: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Brief Description of event: \_\_\_\_\_

1) Is this a Youth Workshop or Festival? Yes No

o Number of Registrants \_\_\_\_\_

2) Have all participating Chapter Members completed the required Sexual/Physical Abuse Training? Yes No

For a Youth Workshop or Festival the additional premium is \$0.50/attendee. **The number of actual attendees must be provided no later than 2 days after the event** or on the 3<sup>rd</sup> day, the additional premium will be based on the Number of Registrants with no option to revise. The additional premium is the responsibility of the chapter. Approval of the additional premium by the chapter is required BEFORE the certificate can be issued.

3) Is food being prepared or served? Yes No

4) If yes, is the event being catered? Yes No

If the event is being catered you must provide a Certificate of Liability Insurance from the catering company naming the Barbershop Harmony Society as Additional Insured.

5) Is the Chapter selling or serving alcohol? Yes No

6) Is the event longer than 5 days? Yes No

7) More than 500 people at any one time? Yes No

If any of the answers to questions 5-7 is yes, a Special Event application is required which will be emailed to you when this form is reviewed by Customer Service. Selling/serving alcohol **will** result in an additional premium (amount varies by event); chapter approval of the additional premium is required BEFORE the certificate can be issued. Questions 6 and 7 do not apply to a performance (including set-up and take-down) or to a convention. If the event is other than a performance or convention, i.e., festival, then a Special Event application is required.

8) Any non-member groups performing? Yes  No

If yes, provide the number of non-member groups participating \_\_\_\_\_. **You must provide a Certificate of Liability Insurance from the group(s) or an additional premium will be charged.** The additional premium is \$50.00 per non-member group and payment is the responsibility of the chapter. Chapter approval of the additional premium is required BEFORE the certificate can be issued – unless a certificate from each non-member group is submitted.

Name of Venue: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

9) Does the Certificate Holder need to be named as an Additional Insured? Yes  No

10) Is any special wording required by the Additional Insured? Yes  No

If the Certificate Holder only needs to be shown as an Additional Insured then nothing further is needed. If multiple entities need to be named as Additional Insured, if the Additional Insured status is to include Primary and Non-Contributory, and/or a 30 Day Notice of Cancellation is required then a copy of the contract is **required** (email/mail with this form to Customer Service). The additional premium for Primary and Non-Contributory is \$50.00 per entity up to 3 entities for one event and \$150.00 for 4 or more entities for one event. The additional premium for 30 Day Notice of Cancellation is \$50.00. Chapter approval of the additional premium is required BEFORE the certificate can be issued.

Contact info of person(s) to receive certificate:

Name:	Email:	Fax:
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Date form completed	Date Certificate needed
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Once you have completed this form, email or fax to the Customer Service Department at [customerservice@barbershop.org](mailto:customerservice@barbershop.org) or 615-313-7620. Customer service staff will review request and forward to The Crichton Group for fulfillment. **DO NOT** contact The Crichton Group directly as all insurance information *must come* through the customer service department. Failure to comply *will* delay receipt of your certificate.

Certificates will be emailed to the requesting member of chapter/district who submitted the form unless otherwise noted. We strive to have the certificate to chapter/district within 48 hours after we receive the request form, but special circumstances can delay the process by weeks. Potential delays can be found in our FAQ page under Insurance Coverage: <http://barbershop.org/support.html#coverage>. For clarification of key terms see our Insurance Terminology page here: <http://barbershop.org/document-center/category/68-insurance-documents.html>.