

PROOF OF INSURANCE REQUIREMENTS

Before you reserve a site or sign a contract with a venue, **please inform your site contact that the PNWD-UUA is not permitted to name them as an Additional Insured.** Our insurer will process a Certificate of Insurance once I submit your request.

Please email the following details to me at pnwd@uua.org:

- name of the event
- name and address of site
- date(s) the site is reserved for event
- amount of insurance coverage required by site
- estimated arrival time and departure time
- approximate number of attendees expected
- approximate number of attendees who are minors
- site contact name
- site contact phone number
- site contact fax number
- site contact email address
- list of activities planned by the sponsors - i.e., workshops, worship, meals; and be sure to mention if there's anything planned like rock climbing, swimming, horseback riding, hiking, ropes course or other organized physical activities

Note: If hair-dying is offered as an activity for minors, Church Mutual requires that you obtain signed parental permission in advance.

Each request is processed through our insurance provider, who in turn issues the Certificate of Insurance directly to your site contact. Your contract with the venue should indicate the date they require the Certificate of Insurance. I need to receive the above details from you **at least two or three weeks** before this date. Earlier notification is generally needed for District Assembly sites.

Thank you.

Diane Brinson
District Administrator, PNWD-UUA
800-313-7693 toll-free within PNWD
425-957-9116 local and out-of-district
pnwd@uua.org