

NYSHC Certificate of Insurance for Event

Purpose:

To provide instruction in the form and procedure for requesting certificates of insurance for NYSHC or Chapter-run events.

- The form is substantially the same as previous years.
- The procedure requires payment with each request – there is no ‘prepaid’ account to draw upon.
- Payment is required to be in the hands of the insurance company at least 2 weeks prior to the activity being added.

Procedure:

- Chapter Representatives must use the Equisure request form only. Complete the information required on the form. Please write legibly.
- Each event at a separate location must have its own form.
- A multiple-day event at the same location, or separate days of the same type of event at the same location may be put on one form.
- There is no additional charge for a Proof of Insurance certificate, but there is a charge for an Additional Insured certificate, if your facility manager needs one. Additional Insured then ‘shares’ your insurance coverage. Charges for the event insurance, itself, vary with the type of event.
- The Treasurer will send a check for the certificate requests and mail it with the requests to Equisure. Reimbursement by Chapters should then be sent to the Treasurer.
- If you want the certificate by e-mail, be sure to provide e-mail info on the form.
- Please allow at least 10 working days for certificates to be returned to you.
- Send form(s) to NYSHC Treasurer, for processing. Forms may be sent as attachments to: Stephen.Ropel@nyshc.org