



SPECIAL EVENTS & FUNDRAISING

INSURANCE CERTIFICATE REQUEST

THIS FORM IS TO BE COMPLETED FOR:

- Events other than regular games, practices, tournaments or meetings
- Events like year-end banquets or public relations, or club promotional events

PLEASE NOTE:

1. You must attach a copy of the rental agreement with this request.
2. Requests submitted less than two (2) weeks before rental may not be processed.
3. Not all fundraising and special event activities are permitted by the Ontario Hockey Federation (OHF), for more information please read the "OHF Insurance Guide" available at www.ohf.on.ca.

HOCKEY TEAM INFORMATION:

Name of Team/Club:

Contact Name:	Contact Phone:
Contact Email:	Contact Fax:

NAME OF FACILITY (THE THIRD PARTY) REQUESTING PROOF OF INSURANCE:

Name:

Address:

Municipality:

It is understood and agreed that the above entities are added to the policy as additional insured but only with respect to the operations of the named insured described above. This certificate applies to the members and authorized personnel of the insured while operating within the scope of their duties.

Please show facility name above as "Additional Insured"

EVENT DETAILS:

Dates:

Event Description:

Are non-registered participants involved?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (note they are not covered by this policy)
Will alcohol be served at this event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (then complete Alcohol Supplement Form)

FOR OFFICE USE ONLY

Date Received:	Approved By:	Signature:
----------------	--------------	------------

PLEASE SEND TO OMHA AT:
(FAX) 905-780-6642 OR JANICE.KOEL@OMHA.NET



SPECIAL EVENTS WITH ALCOHOL

SUPPLEMENT FORM

THIS FORM IS TO BE

- Completed for special event at which alcohol will be served or sold
- Accompanied by the Special Events Insurance Certificate Request Form

PLEASE NOTE:

1. Registered volunteers and participants are not permitted to serve or sell alcohol at any sanctioned event.
2. Alcohol permits must be arranged with the LCBO and must be approved in the name of the facility, not any registered participant or team.
3. Failure to comply with the above will result in the event not being sanctioned and not insured.
4. Requests submitted less than two (2) weeks before event may not be processed.

EVENT DETAILS:

Dates:

Event Description:

Is the alcohol permit (LCBO) registered to the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if "no" then to whom?)
Will the facility be providing servers?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if "no" then who will serve?)

- It is recommended that teams, clubs and associations conduct any event involving alcohol at an established serving facility such as a restaurant or banquet hall.
- If this event is not sanctioned and the organizer proceeds please note that alternative insurance coverage will need to be arranged.

FOR OFFICE USE ONLY

Date Received:	Approved By:	Signature:
----------------	--------------	------------

PLEASE SEND TO OMHA AT:
 (FAX) 905-780-6642 OR JANICE.KOEL@OMHA.NET