

EVENT HELPER SPECIAL EVENT COVERAGE

**event
helper**
.com

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Event Helper Special Event Coverage



Event Helper offers PDRMA member patrons special event coverage through its secure web-based program.

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Event Helper Special Event Coverage

QUICK TIPS

What is Event Helper?

Event Helper provides a marketplace for PDRMA member patrons to cost-effectively purchase event-specific special event coverage through a secure and easy-to-use website. Groups requesting to use PDRMA member facilities and parks for certain types of events – and when alcohol is served or sold – can purchase liability coverage 24/7 in minutes and any time prior to their event.

The process is simple (detailed steps are below):

- Go to Event Helper at <https://www.theeventhelper.com/partner/pdrma>.
- Complete the online form.
- Pay by credit card.
- The agency is automatically added as an additional insured and immediately receives the certificate of insurance via email.

1. Go to Event Helper. <https://www.theeventhelper.com/partner/pdrma>

2. Complete the Get a Quote Window.

Provide basic information about the event, then click the **Click to Continue** button.

Get a quote

- 1 Where is your event?
- 2 Total days of coverage you need? days
- 3 Estimated total attendance? people
- 4 What type of event is it?

[View sample certificate](#) [Search available event types](#)

5 [Click to Continue](#)

Final Cost (Subject to Eligibility)

\$ 99.99

Vendors & Exhibitors

Make sure you enter the estimated total attendance of your booth, not the entire event.

Use event type: Vendor at Event

Available Coverage Limits

Occurrence:

\$1,000,000 to \$2,000,000

General Aggregate:

\$2,000,000 to \$3,000,000

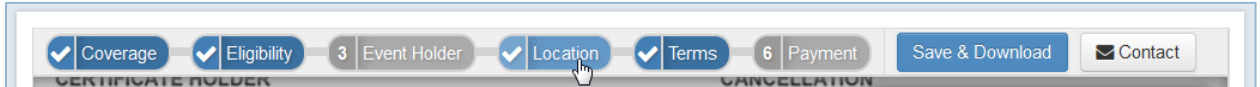
Liquor Liability:

Host or Retail Liquor Liability

Open Now!

3. Navigate through the Form

Event Helper walks you through every step of the form. To navigate, click **Next Step** or **Go Back**. If you need to edit a section you already completed, click the buttons at the top of the form to go directly to that section, where you can make edits.



4. Dates of Coverage

Include the date of your event. Most renters have a single-day event.

 A blue header bar with the text 'Dates of Coverage'. Below it is a white box containing a 'Start Date' label and a date input field with a calendar icon.

5. Include General Liability.

Click **Yes**.

 A white box with a blue header bar containing the text 'Include General Liability'. Below the header are two radio buttons: 'Yes' (selected) and 'No'. To the right is a blue 'Help' button with an information icon.

6. Alcohol Coverage.

Most likely you should choose the **Host Liquor** option (hosting alcohol vs. selling alcohol). If you choose the "Retail Liquor" option, that means you will be selling liquor. If you will not have liquor at your event, then select "None."

 A white box with a blue header bar containing the text 'Alcohol Coverage'. Below the header is a dropdown menu showing 'Host Liquor - B.Y.O.B, giving alco' and a 'FREE' button.

7. Coverage Limits

The first option – **\$1,000,000 Occurrence/\$2,000,000 Aggregate** – is sufficient protection.

 A white box with a blue header bar containing the text 'Coverage Limits'. Below the header is a dropdown menu showing '\$1,000,000 Occurrence / \$2,000,000' and a '\$66.22' button.

8. Need Additional Insureds?

The park district will be listed as the additional insured, so click **Yes**.

 A white box with a blue header bar containing the text 'Need Additional Insureds?'. Below the header are two radio buttons: 'Yes' (selected) and 'No'. To the right are a blue 'Help' button with an information icon and a 'FREE' button.

9. Need Hired & Non-Owned Auto?

Most likely you will not need this coverage. Please press the Information button to learn more.

Need Hired & Non-Owned Auto? Yes No [Help](#) +\$337.77

10. Event Cancellation

For more information, click the Information buttons or find out the agency policy.

Event Cancellation
+\$83.58

If something comes up that you have to cancel or postpone your Event due to unexpected circumstance, our Cancellation Insurance policy covers non-reimbursable expenses and non-refundable deposits. **Zero Deductible for this coverage.**

Coverage could include:

- Extreme weather
- Hurricane
- Tornado
- Earthquake
- Traffic Accident
- Transportation Interruption
- Illness
- Military deployment
- Vendor goes out of business
- Tree or other destruction of Venue or Facility

Your Event Budget [Help](#)

Event Location [Help](#)

Include Cancellation Coverage Yes No [Help](#)

Next Step
Go Back

11. Eligibility Questions

Answer questions about your event.

2 Eligibility Questions

Are there amusement devices, inflatables, rides or animals?
 No Yes

Are there water activities?
 No Yes

Is there camping, sleeping overnight or events past 2am?
 No Yes

[Next Step](#) [Go Back](#)

PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUB

12. Event Holder Info (Your Info)

Enter basic information about yourself.

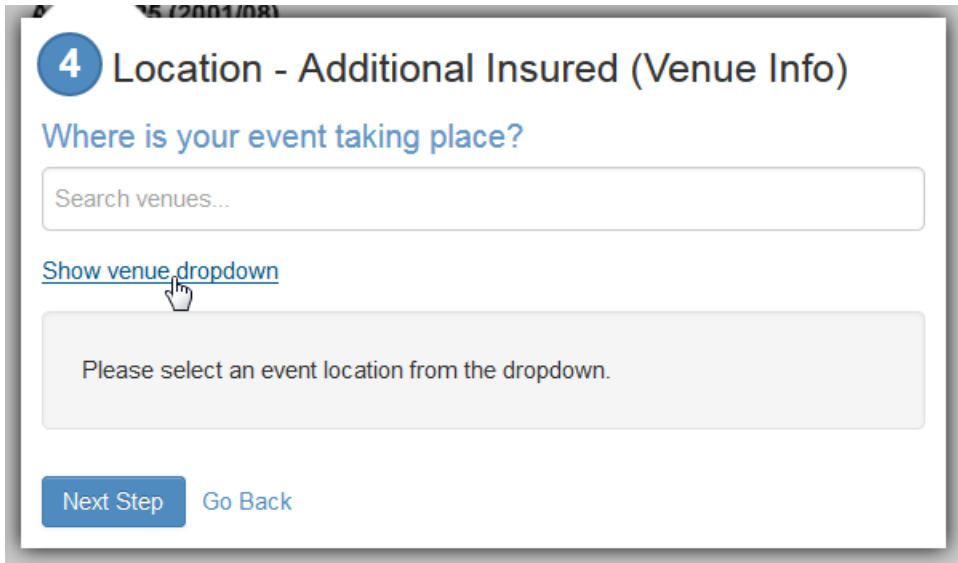
3 Event Holder Info (Your Info)

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Entity Holding Event (optional)"/>	<input type="text" value="Phone Number"/>
<input type="text" value="Email"/>	<input type="text" value="Confirm Email"/>
<input type="text" value="Street Address"/>	<input type="text" value="City"/>
<input type="text" value="State"/>	<input type="text" value="Zip"/>
<input type="text" value="Event Description"/>	

[Next Step](#) [Go Back](#) [About the event holder](#)

13. Location – Additional Insured

Event Helper makes it easy to select the correct location for your event. In the **Location** section, use the search box or view a venue list by clicking **Show venue dropdown**.



4 Location - Additional Insured (Venue Info)

Where is your event taking place?

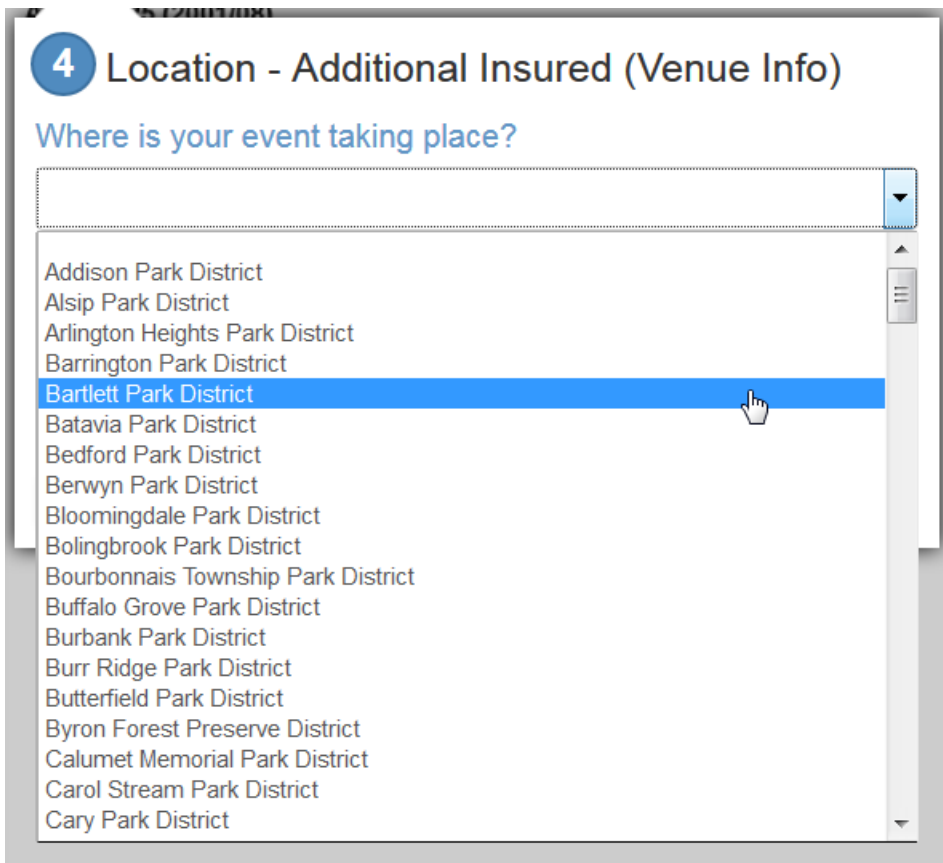
Search venues...

[Show venue dropdown](#)

Please select an event location from the dropdown.

Next Step Go Back

A list of agencies will appear, and you can select the appropriate one, then click **Next Step**.



4 Location - Additional Insured (Venue Info)

Where is your event taking place?

Addison Park District
Alsip Park District
Arlington Heights Park District
Barrington Park District
Bartlett Park District
Batavia Park District
Bedford Park District
Berwyn Park District
Bloomingdale Park District
Bolingbrook Park District
Bourbonnais Township Park District
Buffalo Grove Park District
Burbank Park District
Burr Ridge Park District
Butterfield Park District
Byron Forest Preserve District
Calumet Memorial Park District
Carol Stream Park District
Cary Park District

14. Terms and Conditions

Agree to the terms and conditions and click **Next Step**.

5

Terms and Conditions

If I choose to cancel my general liability policy, I will be subject to a refund fee of \$24.78, the full Administration Charge on my policy. In the very unlikely case www.TheEventHelper.com's coverage terms do not meet my venue's insurance requirements and cannot be amended to do so, I am eligible for a full refund of my policy price. No refunds will be issued after the commencement of the policy period.

I agree and understand the below terms and conditions of my policy(s).





Next Step
Go Back

15. Payment

Enter credit card information and click **Make Payment**.

6

Payment

Credit Card

i

Billing Address (Use event holder address?)

16. Agency added as Additional Insured and Certificate Emailed

After you complete the form and make payment, the agency is automatically added as an additional insured and immediately receives the certificate of insurance via email. Please follow up with the event coordinator where you are renting and let him know you completed this step.

Event Helper Support

If you have questions and can't find an answer in these **Quick Tips**, try the following:

- Comprehensive **Frequently Asked Questions (FAQs)** section on the Event Helper website.

- Event Helper phone and email support from 9 a.m. to 7 p.m. Monday through Sunday, (includes Spanish-speaking customer support). Access this by clicking the **Contact** icon at the top of the form.