

# 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 a secure website.

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# Event Helper Special Event Coverage

## What Is Event Helper?

Event Helper enables member patrons and groups requesting to use PDRMA member facilities and parks for certain types of events – including those at which alcohol is served or sold – to purchase liability coverage 24/7 in minutes any time prior to the event. The process is simple:

- 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.

More detailed steps are below.

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

2. **Complete the Event Insurance Window.**

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

The screenshot shows a blue-themed web form titled "Event Insurance". It contains the following fields and elements:

- Event Location:** A dropdown menu with "Illinois" selected.
- Coverage Length:** A dropdown menu with "1 day" selected.
- Estimated total attendance?:** A text input field with "40" and a unit dropdown menu with "people" selected.
- What type of event is it?:** A dropdown menu with "Wedding" selected, accompanied by a search icon.
- Continue:** An orange button.
- \$66.23:** The price of the coverage.
- Footer:** Two links: "Purchase Quote" (with a shopping cart icon) and "Manage Policy" (with a document icon).

### 3. Navigate through the Form

The Event Helper walks you through every step of the form. To navigate, click **Next** or **Back**. If you need to edit a section you already completed, click the section name and make edits.

### 4. Alcohol Coverage

The **Host Liquor** option is included in all policies for no additional charge. If the insured (the facility renter or vendor) is in the business of selling, serving or distributing alcohol, they should choose "Retail Liquor" option. If you will not have liquor at your event, then you can select "None."

Alcohol Coverage	Host Liquor - B.Y.O.B, giving alco ▼	FREE
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### 5. Coverage Limits

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

### 6. Need Hired and Non-Owned Auto?

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

### 7. Dates of Coverage


Use the calendars provided to select the dates of the event. Each date needed must be selected. Don't forget set-up and clean-up dates. Dates can't be changed once the policy starts.

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Dates of Coverage

NOVEMBER 2018							DECEMBER 2018							JANUARY 2019			
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W
					1	2	3						1			1	2
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30
							30	31									

### 8. Weather and Disaster Coverage Options

This step will be available only if the event type is WEDDING. Click the info buttons  for more information.

## 9. Eligibility Questions

Honestly answer questions about your event. If any of your answers removes the price quote or stops you from continuing, contact Event Helper. Do not change your answer.

## 10. Your Name and Address (Event Holder)


Enter basic information about you (the insured). This will be the person who signed the rental agreement with the venue or the vendor providing services. Note: Do not enter information about the facility – you will enter that later.

Click any info button  for more information.


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Your Name & Address (Event Holder)

First & Last Name




Your Business Name (optional)




Insured's Address (Your Address)


-- Select State --



Phone Number




Email




NEXT

BACK



This is not the venue or location of the event - you will enter the location/additional insured in the [Event Location](#) step.



This coverage does not provide Health Insurance coverage for the insured. This is coverage protecting you from lawsuits claiming you caused bodily injury and property damage.

## 11. Event Location – Additional Insured

Under **Where is your event taking place?** use the dropdown box for an alphabetical listing or search to find the location

## 12. Terms and Conditions

A summary of your application answers and the Terms & Conditions appears on the right side of the box. Please read and if you agree to the terms and conditions click the boxes and hit **Next**.

## 13. Payment

All major credit cards accepted. Enter credit card information and click **Pay \$(your final amount)**.

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Payment Method

Card Number

XXXX XXXX XXXX XXXX

Expiration Month / Year

MM

YYYY

Verification Number

XXX

First & Last Name (on card)

First

Last

Billing Zip (for card)

e.g. 55555

PAY \$66.23

BACK

Charge will show up on your statement as "The Event Helper, Inc" or "Event Ins".

\$

General Liability Cost Breakdown

Premium:	\$40.00
Stamping Fee:	\$0.05
State Tax:	\$1.40
Policy Fee:	\$24.78
Risk Purchasing Group Membership Cost:	\$0.00
<b>Total General Liability Cost:</b>	<b>\$66.23</b>

## 14. Documents

After you complete the form and make payment, you will view a summary of your policy and a list of documents. The agency you selected in the location step is automatically added as an additional insured and immediately emailed the certificate of insurance. Please follow up with the event coordinator where you are renting and let them know you completed this step.

## The Event Helper Support

If you have questions, try the following:

- Comprehensive **Frequently Asked Questions (FAQs)** section on Event Helper website.
- Contact Event Helper's staff at 855-493-8368 or [info@theeventhelper.com](mailto:info@theeventhelper.com) from 9 a.m. to 7 p.m. Monday through Friday.