

REQUEST FOR CERTIFICATE OF INSURANCE &/OR ADDITIONAL INSURED COVERAGE

(Use Additional Pages If You Need More Than 1 Certificate or More Than 1 Person or Entity)

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CLUB NAME: Equestrian Trails, Inc.

(Ins. Co. use only):

REQUEST DATE: _____ NEED NO LATER THAN _____ Date Received: _____

REQUESTOR INFORMATION: Name: _____ Corral # _____

Phone/day(_____) _____ /even(_____) _____ /fax(_____) _____

Address: _____ City: _____

Mail Cert. to: ___ Cert. Holder ___ Requestor ___ **ETI P.O. Box 1138; Acton, CA 93510**

Fax Cert. to: ___ Cert Holder ___ Requestor ___

LANDOWNER or ORGANIZATION or PERSON NEEDING CERT. ("Cert. Holder"): (*print legibly!!!!*)

EXACT Name: _____ Send Attn of : _____

Address: _____ City: _____

State: _____ Zip: _____ Fax:(_____) _____ Phone:(_____) _____

Is this Cert. Holder a ___ Landowner? ___ Facility Owner/Operator? ___ Sponsor? ___ Other?

If "Other", please specify function/relationship to event: _____

DO THEY ALSO NEED TO BE NAMED AS AN ADDITIONAL INSURED? _____ Yes _____ No

EVENT SITE NAME & LOCATION -- if a specific place, such as a private stable or county fair-grounds, be specific ("L.A. Equestrian Center"); if a general area ("Morro Bay State Park" or "various Azuza streets"). Be general:

Site Address (no P.O.Boxes) _____

City _____ State _____ Zip _____

SUBMITTING YOUR REQUEST

MAIL this form (one form per certificate requested) to ETI, Attn: Insurance Cert. Request, **P.O. Box 1138; Acton CA 93510** or FAX BOTH SIDES + ATTACHMENTS to the office at **(661) 269-2507**, Attn: Ins. Cert. Request. (Be aware that each Corral is only entitled to one free Cert. w/Add. Insured per year; if you have used the free one already, your request **MUST** be accompanied by a check for **\$51.60** (the charge made by our insurance co.) before it can be processed. If you have questions, please call the office, **(818) 698-6200**, 9 am-3 pm. Monday to Thursday.

IF YOU FAX THIS FORM, FAX BOTH SIDES!

[READ NOTES & COMPLETE BLANKS ON REVERSE SIDE TO COMPLETE REQUEST]

REQUEST FOR CERTIFICATE OF INSURANCE &/OR ADDITIONAL INSURED COVERAGE

KEY NOTE #1 -- WHAT DO YOU NEED ISSUED: A CERTIFICATE OF INSURANCE or A CERTIFICATE WITH AN ADDITIONAL INSURED NAMED?

A. A CERTIFICATE OF INSURANCE is a form from our insurance company that declares to a specific person or entity (named in the form) that ETI has certain insurance (such as \$1 million general liability.) It can also be called a Proof of Insurance. It DOES NOT provide insurance coverage for any non-club member for their liability for wrongdoing, nor does it provide coverage for a property owner (including club members) from claims that come in because of the conditions or events that happen on that property.

B. To have the club insurance policy cover a non-member or property owner for claims against them that arise due to activities conducted by the club, you must have he, she, or it added as an ADDITIONAL INSURED. Proof that this is done is shown by getting a certificate of insurance that also says "Certificate Holder is also named as an ADDITIONAL INSURED..." (a "Certificate Holder" is the person or company listed on the Certificate in the space indicating to whom it is issued or given). Typically, persons or entities wanting to be so "named" would be persons or entities concerned about getting brought into a law suit (if an accident happens due to club activities) because either they are

1) owners of some land or facility your Corral is using or crossing over, such as

--a City or County if your Corral is using a public arena or parklands owned or controlled by that entity;

--a business, company, or individual that owns a private arena your Corral wants to use; OR

2) a person, committee, or other entity that is responsible, in whole or in part, for some event that your Corral wants to participate in, or that has some other connection to your Corral's activity (other than land ownership), so that if an accident happens, they feel they might also get sued along with ETI, such as

--a Civic parade committee if they let your Corral join in the parade they're organizing;

--a college horse program instructor who lets you use his college facilities, and helps out with the organizing or conducting of your Corral's event;

--an expert of some type (such as a horse trainer or vet) that your Corral talks into teaching a clinic, who is willing to do so for free, but wants some protection if things go awry (as compared to a paid professional instructor who should have his own insurance, and whom you would ask to get a Certificate from his insurance company naming ETI (including its affiliated Corrals) as an Additional Insured.

C. IF SOMEONE IS TO BE NAMED AS AN ADDITIONAL INSURED, YOU MUST BE VERY ACCURATE IN YOUR PHRASING OF THAT SOMEBODY, AS SOME OF THE BUSINESSES & GOVERNMENT ENTITIES ARE VERY PARTICULAR AND WILL REJECT THE CERTIFICATE IF THEY ARE NOT NAMED EXACTLY THE WAY THEY WANT (examples: U.S. Dept. of Agriculture Forest Service; City of Glendora; Joe Adam, individually & dba Hot Trot Farm).

D. See if the owner has some special requirement (such as a 30 day notice of cancellation provision instead of the standard 10 day one) or needs their own Certificate form used (some governments).

E. Check with the ETI office to see if a Certificate has previously been issued covering your site's owner for the current policy year (3/31/xx to 3/30/xx) for claims arising out of ETI activities. In such a case, you should remind that person/entity that they already received such a Cert. (though you may need to get a copy of that previously issued certificate mailed or faxed to you to use to refresh their memory).

F. Be aware that ETI may not be able to provide additional insured coverage in all cases.

KEY NOTE #2 -- CONTACT INFORMATION ON THE CERT. APPLICATION

Give ALL the requested information for the person or entity that needs a Certificate (such as an arena owner), so that if time is tight, the Cert. can be faxed to them, and if there are questions or faxing problems, our insurance agent has someone to reach to get answers. The same is needed for your Corral's contact person, so any missing information can be obtained, and if time is tight, the Cert. can be faxed to them to hand carry to the person or entity that needs it.

KEY NOTE #3 -- TIME

Be sure to allow enough time for your request to get passed onto the insurance company by the club's volunteer insurance workers, for its review, for the obtaining of any additional information needed, for paperwork issuance, and for faxing or mailing. Plan on at least a week, plus a week for safety margins (requests less than TWO WEEKS MINIMUM in advance may not be fulfilled).

Event Name _____ Event type _____

Dates _____ Advertised to public? Y N; ETI members only? Y N; Open to public? Y N

Other Events (w/Dates) to be held there through March 30, _____ :

