



NOTICE CONCERNING SDP CHAPTER INSURANCE CERTIFICATE REQUESTS

When requesting a Certificate of Liability Insurance there are several items of information that are required. Failure to provide full information on your initial request will delay the Certificate issuance until we receive everything we need.

1. The Chapter name and Chapter contact person's name, address, and email. We send out Certificates by email whenever possible to save on costs we would incur using the US Mail or fax.

2. The name and address of the facility or organization requesting the Certificate. **This is vital!!** Every Certificate must show the Certificate Holder's information. (You cannot use the Certificate we send each Chapter annually as it is strictly for each Chapter's confirmation they are included in the SDP master policy.)

3. The purpose of the Certificate and the date(s) it applies. Examples: 1) for annual Christmas banquet Dec. 20th 2) for art display June 1-7 3) for a room used for monthly meetings, etc.

4. If the use of the facility asking for the Certificate involves a written contract or use/rental agreement, please review it thoroughly and inform us of any specific requirements such as adding the facility as an Additional Insured(s). These items must be indicated on the Certificate we produce or the Certificate will be rejected by the facility. This causes our office to have to revise and resend the Certificate. Please send us the actual insurance requirements page from the contract/rental agreement so we can ensure we do our job correctly.

5. If the facility requests any insurance coverage beyond the basic Additional Insured and/or Waiver of Subrogation endorsement forms that result in a premium charge, your Chapter will be responsible for reimbursing the NSTDP office for those charges. Note: The Additional Insured and Waiver are no charge only if there is a written contract, otherwise a charge will apply.

6. If you are conducting a convention, remember we can cover it at no charge only if it is no more than 5 days long and has attendance under 500

. We can do a separate Special Event policy if you exceed those parameters. We also have a Convention Cancellation policy available to cover lost income and/or the facilities cancellation penalties if the event is cancelled.

Please try to get us any request for a Certificate at least one to two weeks ahead of the time it is needed.

Direct all Certificate requests to either Brady Krueger brady@kruegerinsurance.com or Casie Powell casie@kruegerinsurance.com Our Newton office phone and fax numbers are at the bottom of this page if you do not have email.

Newton:

130 E. 4th • P.O. Box 999 • Newton, KS 67114 • 316-283-9100 • Fax 283-9124 • 1-800-595-3154

Whitewater:

121 S. Main • P.O. Box 398 • Whitewater, KS 67154 • 316-799-2163 • Fax 799-2912