



NFMC Liability Insurance: 2021-22

The following information should be sent to Ellen Bordelon, LFMC Liability Chair, at fhornlady@msn.com, or 310 E. Rome St., Gonzales LA 70737.
(Phone—225/571-8890)

The following information is required in order to secure coverage for events:

1. Name of event (ex.- Capital City Piano Solo Festival).
2. Date of event—dd/mm/yy
3. Location —Physical address (NOT PO Box #), Street, #, City, Zip
4. Name of event chairman, with email and phone.
5. Child Protection Policy form, completed. NOTE: This form is required whether children will be present or not.
6. Payment. - **Junior Festivals and competitions are paid by LFMC. Send info to Ellen.** Other events such as monthly club meetings, *etc.*, must be paid separately.

DO NOT SEND INFORMATION TO JENNIFER AT NFMC (unless you are using the online service, and you are paying the fee rather than LFMC. The NFMC home page, <https://www.nfmc-music.org>, has two buttons to click, "FILE UPLOAD" and "ONLINE PAYMENT", that you will need to use to obtain Liability Insurance for your events other than Festivals and competitions.)

General Information:

NFMC and its members are purchasing Liability Insurance only. This provides coverage to a third party for bodily injury or property damage the entity causes.

You must be a member in good standing to obtain insurance!

Deadline to submit requests:

August 15, 2021 for events September 1 – December 31, 2021

December 1, 2021 for events January 1 – August 31, 2022.

My deadlines to receive all information from you are **7 days earlier** than the dates listed above, as I must compile one master request form to submit to National.

- Cost per event is \$17. Any events registered after the designated deadline will be \$18 per event.
- Cost per event having consecutive days is \$20.
- An event on a single day but at multiple sites costs \$17 per site.
- No requests will be processed without an accurate venue name, address and date of event.
- If an event requires a rider of an additional insured, give the exact language required.
- Any changes requested after a certificate is issued will result in a \$5 change fee.
- If you need to change an event date, and wait to inform NFMC until the original date has passed you will owe another full event fee. There is NO credit in that situation.
- A certificate verifying insurance coverage is issued only to an event that requests it. Certificates will be sent to the state liability chair only. (I apply for a certificate for EVERY event!)
- Coverage is not guaranteed until payment is received and processed by NFMC Headquarters.
"No Payment = No Insurance"