

The Event Helper Step by Step Instructions

The Event Helper is a low cost insurance policy that protects you from liability related to injuries and damage that may occur during your event or activity.

The Event Helper website is easy to use. Certificates are issued covering a wide variety of events. **Liquor Liability** (host and retail), **Waiver of Subrogation and** other coverages are offered for a reasonable cost. Click the **i** icon for more information or definition for coverage.

1. To get a free quote or to purchase Special Event insurance, please visit the City of Hillsboro specific link to the Event helper: <https://www.theeventhelper.com#mPF8D7>
2. **On the Event Insurance tab, select your event criteria:**
 - a) Event location: Oregon (default)
 - b) Coverage Length: how many day(s)?
 - c) Estimated total attendance?
 - d) What type of event?

It will display an **estimate cost for your event**. You can adjust the criteria for another quote.

Event Insurance

Event Location: Oregon | Coverage Length: 1 day

Estimated total attendance: 40 people

What type of event is it?: Wedding

Continue \$66.61

What we do
We offer low cost insurance with superior coverage and support for thousands of events.

Our guarantee
Our insurance fits 99.95% of venue's requirements.
In the very rare case it does not, we will refund your entire policy.

Guaranteed Venue Acceptance
★ Or your money back ★

3. Select Continue for the next page - **Basic Event Details**. Click the blue **i** icon for more information.

1 Basic Event Details

What type of event is it?: Wedding

Where is your event?: Oregon

Total days of coverage you need: 1 day

Estimated total attendance: 40 people

? Are you an event planner? [Click here.](#)

i Let us know if you have any questions!
Phone: (855) 493-8368
Email: info@theeventhelper.com
Hours: Mon - Fri, 8:30am - 5pm PST

i Estimated total attendance
Estimated Total Attendance is the number of people at your event. If you aren't sure, your most educated guess is

4. Select **Next** for **General Liability Coverage Options** page:

- a) Option to select Yes or No for General Liability Coverage. The City requires General Liability Coverage. Select Yes and you will have the following options:
 - i) Alcohol Coverage:
 - *Host Liquor* is the default and included on the policy at no additional cost. *Host Liquor* means alcohol is being given away or guests are serving themselves. IF your event is alcohol free, you may want to leave Host Liquor on the policy because there is no additional cost and if an expected guest spike someone's drink, there will be coverage.
 - *Retail Liquor* is when you are selling alcohol or professional serving alcohol. Besides getting insurance coverage, you will need to contact OLCC for a Special Event License.
 - ii) Select Coverage Limits: City of Hillsboro **requires** \$1M Occurrence/\$2M Aggregate. You can elect higher coverage if you want/need it (not required by the City).
- b) Waiver of Subrogation: **Not required by the City**. Additional coverage option.
- c) Hired & Non-Owned Auto Coverage: **Not required by the City**. Additional coverage option.
- d) General Liability Cost will appear automatically. Click *Show cost breakdown* for details.
- e) General Liability Limits will show the specific coverages and limits you have selected.

2

General Liability Coverage Options

Include General Liability?

Yes No i

Alcohol Coverage

Host Liquor i

Coverage Limits

\$1,000,000 Occurrence / \$2,000,000 Aggregate i

Need a Waiver of Subrogation?

Yes No i

Need Hired & Non-Owned Auto?

Yes No i

\$ General Liability Cost: \$66.61

[Show cost breakdown](#)

i General Liability Limits

Each Occurrence (Includes Bodily Injury and Property Damage)	\$1,000,000	?
Personal & Advertising Injury	\$1,000,000	?
Products / Completed Operations Aggregate	\$1,000,000	?
General Aggregate	\$2,000,000	?
Medical Payments	\$5,000	?
Liquor Liability	Host Included	?
Waiver of Subrogation	Not Included	?
Additional Insured(s)	Included	?

5. Select **Next** for Dates of Coverage. **Select the date of your event.**

3

Dates of Coverage

DECEMBER 2016

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

JANUARY 2017

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

FEBRUARY 2017

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

MARCH 2017

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

>

6. Select **Next** for **Weather & Disaster Coverage Option (Not required by the City. Additional coverage option)**. Select **No** if you do not need weather and disaster coverage. If you select **Yes**, answer the three related questions on limits, total budget and location (a price quote will appear on the right).

4 Weather & Disaster Coverage Options

Include Weather & Disaster Coverage?
 Yes No

What coverage limit would you prefer?
\$7,500

What is your total budget for this event?
\$ 10,000.00

Event Location
Indoors

Weather & Disaster Insurance

If something totally unexpected comes up requiring you have to cancel or postpone your Event, our Weather & Disaster policy covers non-reimbursable expenses and non-refundable deposits. Zero Deductible for this coverage. Weather & Disaster insurance must be purchased at least 14 days in advance of the first day of the event.

7. Select **Next** for Eligibility Questions. **Provide a description of your event** (description should match your rental contract information). **Answer No/Yes** to the three questions below the description.

5 Eligibility Questions

Event Description: What are you calling your event?
The Best Event in the World

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

8. Select **Next** to **Your Name & Address page (Applicant information/Event Holder)**. Provide your information.

6 Your Name & Address (Event Holder)

First & Last Name
Test Testing

Your Business Name (optional)
Business Name

Insureds Address (Your Address)

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.

9. Select **Next** for **Event Location / Additional Insured 1**. Select from the **drop down menu** your event location or the department you are working with. The **Certificate of Insurance Preview** will appear on the right.

7
Event Location / Additional Insured 1
ADD ANOTHER

Where is your event taking place?

Parks & Recreation
▼
i

CUSTOMIZE

Q

Certificate of Insurance Preview

CERTIFICATE HOLDER

City of Hillsboro
4400 NW 229th Ave
Hillsboro, OR 97124

ACORD 25 (2001/08)

10. Select **Next** for the **Terms and Conditions** page. Read the terms and conditions, review your basic event details, and **check** the two boxes to agree to the terms and conditions.

8
Terms & Conditions

If I choose to cancel my general liability policy, I will be subject to a refund fee of **\$25.69**, 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 (start date) of the policy period.

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

! Review Your Information (Terms & Conditions below)

Please be sure all the information below is correct before purchasing the policy as you will be subject to a refund fee if you need to cancel. If you need to make a correction, you can navigate using the "NEXT" and "BACK" buttons, or scroll up and select the step you want to edit.

i Basic Event Details ✎

What type of event is it?: Wedding

Where is your event?: Oregon

Total days of coverage you need: 1 day

Estimated total attendance: 40 (people)

11. Select **Next** for **Payment Method** page. Enter credit card insurance. Review General Liability Cost Breakdown. You can go back and edit any tab. Once you are ready, select the pay button.

9
Payment Method

Card Number

i

Expiration Month / Year

Verification Number

i

\$

General Liability Cost Breakdown

Premium:	\$40.00
Stamping Fee:	\$0.00
State Tax:	\$0.92
Policy Fee:	\$25.69
Risk Purchasing Group Membership Cost:	\$0.00
Total General Liability Cost:	\$66.61