

Special Event Insurance for Clubhouse Rentals

- Special event insurance is a requirement for ALL clubhouse rentals starting the 2022 Rental Season. (No matter if you are having alcohol, BYOB, or no alcohol)
- No matter how many days are chosen – it is the SAME cost.
 - Weddings are required to choose 3 days (or more)
 - All other events are required to choose 2 days (or more)
- All CK event planners will be required to obtain Special Event Insurance.
- TheEventHelper.com is the website used to obtain this Insurance.
- A copy of the FULL policy will be required to be handed in to the CK office prior to any event. (Forward the email that you receive – “Your Insurance Documents” – has a link to all the policy documents.)
- Below are MINIMUM amounts that are required by CK to rent the clubhouse. It is up to the renter if they prefer a higher liability.

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Weddings

- Weddings are required to submit a copy of their liability 2 weeks prior to their event
- Go to TheEventhelper.com
- Event Location – Connecticut
- Coverage Length – 3 days (or more)
- Combined Daily Attendance – Based on the number of guests you plan to have attend
- Event Type – Wedding
- Choose Continue

Basic Event Details

- Type of Event – Wedding
- Where – Connecticut
- Total Days – 3 days (or more)
- Daily attendance – Based on the number of guests you plan to have attend
- Choose Next

General Liability Coverage Options

- Alcohol Coverage – Host Liquor (Must choose this!)
- Coverage Limits – Must choose below amounts or higher (not less)
 - \$2,000,000 Occurrence/\$2,000,000 Aggregate
 - \$5000 Medical Payments
 - \$500 Deductible
- Need a Waiver of Subrogation – No
- Need Hired & Non-Owned Auto – No
- Choose Next

Dates of Coverage

- Choose the Dates of your event (No extra cost for extra days)
 - Weddings – Choose Friday – Sunday
- Check the statement under the calendar
- Choose Next

Wedding Cancellation Coverage Options

- Cancellation Coverage – No
- Choose Next

Eligibility Questions

- Choose No for each option
- Choose Next

Your Name and Address (Event Holder)

- ONLY the information of the CK resident renting the clubhouse can be inserted on this page
- Choose Next

Event Location/Additional Insured 1

- Name of Certificate Holder - Candlewood Knolls
- Address – 1 Lakeshore North, New Fairfield, CT 06812
- Contact Email – office@candlewoodknolls.com
- Choose Next

Terms and Conditions (General Liability)

- On right section of box, scroll down and review all you selected – verify all is correct
- Each option – select to agree
- Insert your name
- Choose Next

Payment Method

- Input your credit card information
- Choose Pay

Submit Insurance

- Email or print and drop off the FULL policy to the CK office

Graduation

- You are required to submit a copy of the liability Insurance 2 weeks prior to their event
- Go to TheEventHelper.com.com
- Event Location – Connecticut
- Coverage Length – 2 days (or more)
- Combined Daily Attendance – Based on the number of guests you plan to have attend
- Event Type – Graduation – Social Reception/Ceremony
- Choose Continue

Basic Event Details

- Type of Event – Graduation – Social Reception/Ceremony
- Where – Connecticut
- Total Days – 2 days (or more)
- Daily attendance – Based on the number of guests you plan to have attend
- Choose Next

General Liability Coverage Options

- Alcohol Coverage – Host Liquor (Must choose this!)
- Coverage Limits – Must choose below amounts or higher (not less)
 - \$2,000,000 Occurrence/\$2,000,000 Aggregate

- \$5000 Medical Payments
- \$500 Deductible
- Need a Waiver of Subrogation – No
- Need Hired & Non-Owned Auto – No
- Choose Next

Dates of Coverage

- Choose the Dates of your event (No extra cost for extra days)
 - Choose Saturday and Sunday
 - Or the date of your event and the next day
- Check the statement under the calendar
- Choose Next

Eligibility Questions

- Choose No for each option
- Choose Next

Your Name and Address (Event Holder)

- ONLY the information of the CK resident renting the clubhouse can be inserted on this page
- Choose Next

Event Location/Additional Insured 1

- Name of Certificate Holder - Candlewood Knolls
- Address – 1 Lakeshore North, New Fairfield, CT 06812
- Contact Email – office@candlewoodknolls.com
- Choose Next

Terms and Conditions (General Liability)

- On right section of box, scroll down and review all you selected – verify all is correct
- Each option – select to agree
- Insert your name
- Choose Next

Payment Method

- Input your credit card information
- Choose Pay

Submit Insurance

- Email or print and drop off the FULL policy to the CK office

Memorial Service

- You are required to submit a copy of the liability Insurance 2 weeks prior to their event
- Go to TheEventHelper.com.com
- Event Location – Connecticut
- Coverage Length – 2 days (or more)

- Combined Daily Attendance – Based on the number of guests you plan to have attend
- Event Type – Memorial Service
- Choose Continue

Basic Event Details

- Type of Event – Memorial Service
- Where – Connecticut
- Total Days – 2 days (or more)
- Daily attendance – Based on the number of guests you plan to have attend
- Choose Next

General Liability Coverage Options

- Alcohol Coverage – Host Liquor (Must choose this!)
- Coverage Limits – Must choose below amounts or higher (not less)
 - \$1,000,000 Occurrence/\$2,000,000 Aggregate
 - \$5000 Medical Payments
 - \$500 Deductible
- Need a Waiver of Subrogation – No
- Need Hired & Non-Owned Auto – No
- Choose Next

Dates of Coverage

- Choose the Dates of your event (No extra cost for extra days)
 - Choose Saturday and Sunday
 - Or the date of your event and the next day
- Check the statement under the calendar
- Choose Next

Eligibility Questions

- Choose No for each option
- Choose Next

Your Name and Address (Event Holder)

- ONLY the information of the CK resident renting the clubhouse can be inserted on this page
- Choose Next

Event Location/Additional Insured 1

- Name of Certificate Holder - Candlewood Knolls
- Address – 1 Lakeshore North, New Fairfield, CT 06812
- Contact Email – office@candlewoodknolls.com
- Choose Next

Terms and Conditions (General Liability)

- On right section of box, scroll down and review all you selected – verify all is correct
- Each option – select to agree

- Insert your name
- Choose Next

Payment Method

- Input your credit card information
- Choose Pay

Submit Insurance

- Email or print and drop off the FULL policy to the CK office

Birthday Party

- You are required to submit a copy of the liability Insurance 2 weeks prior to their event
- Go to TheEventHelper.com.com
- Event Location – Connecticut
- Coverage Length – 2 days (or more)
- Combined Daily Attendance – Based on the number of guests you plan to have attend
- Event Type – Birthday Party – No Charge for Admission/Invite Only
- Choose Continue

Basic Event Details

- Type of Event – Birthday Party – No Charge for Admission/Invite Only
- Where – Connecticut
- Total Days – 2 days (or more)
- Daily attendance – Based on the number of guests you plan to have attend
- Choose Next

General Liability Coverage Options

- Alcohol Coverage – Host Liquor (Must choose this!)
- Coverage Limits – Must choose below amounts or higher (not less)
 - \$2,000,000 Occurrence/\$2,000,000 Aggregate
 - \$5000 Medical Payments
 - \$500 Deductible
- Need a Waiver of Subrogation – No
- Need Hired & Non-Owned Auto – No
- Choose Next

Dates of Coverage

- Choose the Dates of your event (No extra cost for extra days)
 - Choose Saturday and Sunday
 - Or the date of your event and the next day
- Check the statement under the calendar
- Choose Next

Eligibility Questions

- Choose No for each option

- Choose Next

Your Name and Address (Event Holder)

- ONLY the information of the CK resident renting the clubhouse can be inserted on this page
- Choose Next

Event Location/Additional Insured 1

- Name of Certificate Holder - Candlewood Knolls
- Address – 1 Lakeshore North, New Fairfield, CT 06812
- Contact Email – office@candlewoodknolls.com
- Choose Next

Terms and Conditions (General Liability)

- On right section of box, scroll down and review all you selected – verify all is correct
- Each option – select to agree
- Insert your name
- Choose Next

Payment Method

- Input your credit card information
- Choose Pay

Submit Insurance

- Email or print and drop off the FULL policy to the CK office

Social Event/Community Event

- You are required to submit a copy of the liability Insurance 2 weeks prior to their event
- Go to TheEventHelper.com.com
- Event Location – Connecticut
- Coverage Length – 2 days (or more)
- Combined Daily Attendance – Based on the number of guests you plan to have attend
- Event Type – Social Reception with Cover Charge or Ticket for Admission
- Choose Continue

Basic Event Details

- Type of Event – Social Reception with Cover Charge or Ticket for Admission
- Where – Connecticut
- Total Days – 2 days (or more)
- Daily attendance – Based on the number of guests you plan to have attend
- Choose Next

General Liability Coverage Options

- Alcohol Coverage – Host Liquor (Must choose this!)
- Coverage Limits – Must choose below amounts or higher (not less)
 - \$2,000,000 Occurrence/\$2,000,000 Aggregate

- \$5000 Medical Payments
- \$500 Deductible
- Need a Waiver of Subrogation – No
- Need Hired & Non-Owned Auto – No
- Choose Next

Dates of Coverage

- Choose the Dates of your event (No extra cost for extra days)
 - Choose Saturday and Sunday
 - Or the date of your event and the next day
- Check the statement under the calendar
- Choose Next

Eligibility Questions

- Choose No for each option
- Choose Next

Music Eligibility Questions

- Live Concert or DJ – No
 - Even if you are having a DJ/Band – this is more for a concert

Your Name and Address (Event Holder)

- ONLY the information of the CK resident renting the clubhouse can be inserted on this page
- Choose Next

Event Location/Additional Insured 1

- Name of Certificate Holder - Candlewood Knolls
- Address – 1 Lakeshore North, New Fairfield, CT 06812
- Contact Email – office@candlewoodknolls.com
- Choose Next

Terms and Conditions (General Liability)

- On right section of box, scroll down and review all you selected – verify all is correct
- Each option – select to agree
- Insert your name
- Choose Next

Payment Method

- Input your credit card information
- Choose Pay

Submit Insurance

- Email or print and drop off the FULL policy to the CK office