

Special Event Insurance for Clubhouse Rentals

(updated 5/14/2024)

- 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 minimum (or more)
 - All other events are required to choose 2 days minimum (or more)
- All CK Community 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 Type-Wedding
- Coverage Length – 3 days (or more)
- Combined Daily Attendance – Based on the number of guests you plan to have attend
- Event Location-Connecticut
- Choose Continue

Basic Event Details

- Role in event- I’m organizing the event
- Whose behalf? - Myself
- Type of Event – Wedding
- Total Days – 3 days (or more)
- Daily attendance – Based on the number of guests you plan to have attend
- Where - Connecticut
- Choose Continue

Eligibility Questions

- Choose No for each option
- Choose Continue

General Liability Coverage Options

- Coverage Limits – Must choose below amounts or higher (**not default values**)

- **\$2,000,000** Occurrence/**\$2,000,000** Aggregate -update
- Alcohol Coverage – Host Liquor (must choose this!) - update
- **\$5,000** Medical Payments -update
- **\$500** Deductible -update
- Need a Waiver of Subrogation – No
- Need Hired & Non-Owned Auto – No
- Choose Continue

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 Continue

Wedding Cancellation Coverage Options

- Cancellation Coverage – No
- Choose Continue

Event Organizer Information (Event Holder)

- Celebrate 1 -Bride’s name
- Celebrate 2- Groom’s name
- Do you need parent to sign? Choose either - NO- if one of the celebrants is CK resident renting club, YES- if parents are CK resident renting club
- Address- CK resident address
- E-mail – CK resident e-mail
- Phone – CK resident cell number
- Choose Continue

Event Location/Additional Insured 1

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

Terms and Conditions (General Liability)

- Click on each box to open and review information
- Read Terms & Conditions
- Each option – select to agree (click on all boxes)
- Insert your name
- Choose Continue

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 Type – Graduation – Social Reception/Ceremony
- Coverage Length – 2 days (or more)
- Combined Daily Attendance – Based on the number of guests you plan to have attend
- Event Location-Connecticut
- Choose Continue

Basic Event Details

- Role in event- I'm organizing the event
- Whose behalf? - Myself
- Type of Event – Graduation
- Total Days – 2 days (or more)
- Daily attendance – Based on the number of guests you plan to have attend
- Where - Connecticut
- Choose Continue

Eligibility Questions

- Choose No for each option
- Choose Continue

General Liability Coverage Options

- Coverage Limits – Must choose below amounts or higher (**not default values**)
 - **\$2,000,000** Occurrence/**\$2,000,000** Aggregate -update
 - Alcohol Coverage – Host Liquor (must choose this!) - update
 - **\$5,000** Medical Payments -update
 - **\$500** Deductible -update
- Need a Waiver of Subrogation – No
- Need Hired & Non-Owned Auto – No
- Choose Continue

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 Continue

Your Name and Address (Event Holder)

- Insuring Business? – Choose NO
- Enter primary contact info-ONLY the info of the CK resident renting clubhouse can be inserted
- Address- CK resident
- E-mail -CK resident
- Cell number -CK resident
- Choose Continue

Event Location/Additional Insured 1

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

Terms and Conditions (General Liability)

- Click on each box to open and review information
- Read Terms & Conditions
- Each option – select to agree (click on all boxes)
- Insert your name
- Choose Continue

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 (Celebration of Life/Funeral Service)

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

Basic Event Details

- Role in event- I'm organizing the event
- Whose behalf? - Myself
- Type of Event – Memorial Service
- Total Days – 2 days (or more)
- Daily attendance – Based on the number of guests you plan to have attend

- Where - Connecticut
- Choose Continue

Eligibility Questions

- Choose No for each option
- Choose Continue

General Liability Coverage Options

- Coverage Limits – Must choose below amounts or higher (**not default values**)
 - **\$2,000,000** Occurrence/**\$2,000,000** Aggregate -update
 - Alcohol Coverage – Host Liquor (must choose this!) - update
 - **\$5,000** Medical Payments -update
 - **\$500** Deductible -update
- Need a Waiver of Subrogation – No
- Need Hired & Non-Owned Auto – No
- Choose Continue

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 Continue

Your Name and Address (Event Holder)

- Insuring Business? – Choose NO
- Enter primary contact info-ONLY the info of the CK resident renting clubhouse can be inserted
- Address- CK resident
- E-mail -CK resident
- Cell number -CK resident
- Choose Continue

Event Location/Additional Insured 1

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

Terms and Conditions (General Liability)

- Click on each box to open and review information
- Read Terms & Conditions
- Each option – select to agree (click on all boxes)
- Insert your name
- Choose Continue

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 Type – Birthday Party- No charge for admission/invite only
- Coverage Length – 2 days (or more)
- Combined Daily Attendance – Based on the number of guests you plan to have attend
- Event Location- Connecticut
- Choose Continue

Basic Event Details

- Role in event- I'm organizing the event
- Whose behalf? - Myself
- Type of Event – Birthday Party- No charge for admission/invite only
- Total Days – 2 days (or more)
- Daily attendance – Based on the number of guests you plan to have attend
- Where - Connecticut
- Choose Continue

Eligibility Questions

- Choose No for each option
- Choose Continue

General Liability Coverage Options

- Coverage Limits – Must choose below amounts or higher (**not default values**)
 - **\$2,000,000** Occurrence/**\$2,000,000** Aggregate -update
 - Alcohol Coverage – Host Liquor (must choose this!) - update
 - **\$5,000** Medical Payments -update
 - **\$500** Deductible -update
- Need a Waiver of Subrogation – No
- Need Hired & Non-Owned Auto – No
- Choose Continue

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 Continue

Your Name and Address (Event Holder)

- Insuring Business? – Choose NO
- Enter primary contact info-ONLY the info of the CK resident renting clubhouse can be inserted
- Address- CK resident
- E-mail -CK resident
- Cell number -CK resident
- Choose Continue

Event Location/Additional Insured 1

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

Terms and Conditions (General Liability)

- Click on each box to open and review information
- Read Terms & Conditions
- Each option – select to agree (click on all boxes)
- Insert your name
- Choose Continue

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 (Entertainment Committee run)

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

Basic Event Details

- Role in event- I'm organizing the event
- Whose behalf? - Myself / My Business or Organization
- Type of Event – Social Reception with Cover Charge or Ticket for Admission

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

Eligibility Questions

- Choose No for each option
- Choose Continue

General Liability Coverage Options

- Coverage Limits – Must choose below amounts or higher (**not default values**)
 - **\$2,000,000** Occurrence/**\$2,000,000** Aggregate -update
 - Alcohol Coverage – Host Liquor (must choose this!) - update
 - **\$5,000** Medical Payments -update
 - **\$500** Deductible -update
- Need a Waiver of Subrogation – No
- Need Hired & Non-Owned Auto – No
- Choose Continue

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 Continue

Your Name and Address (Event Holder)

- Insuring Business? – Choose **YES**
- Type of Business- Choose Corporation or LLC
- Enter name of Organization- Candlewood Knolls Community, Inc
- Enter primary contact info-This is name of person running the event for the Knolls.
- Address – 21 North Beach Drive, New Fairfield, CT 06812
- E-mail - office@candlewoodknolls.com
- Confirm e-mail
- Phone number -203-746-4807
- Choose Continue

Event Location/Additional Insured 1

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

Terms and Conditions (General Liability)

- Click on each box to open and review information
- Read Terms & Conditions
- Each option – select to agree (click on all boxes)
- Insert your name
- Choose Continue

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 (Community member run NOT Entertainment)

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

Basic Event Details

- Role in event- I'm organizing the event
- Whose behalf? - Myself / My Business or Organization
- Type of Event – Social Reception no admission/Invite Only-Indoor Only
- Total Days – 2 days (or more)
- Daily attendance – Based on the number of guests you plan to have attend
- Where - Connecticut
- Choose Continue

Eligibility Questions

- Choose No for each option
- Choose Continue

General Liability Coverage Options

- Coverage Limits – Must choose below amounts or higher (**not default values**)
 - **\$2,000,000** Occurrence/**\$2,000,000** Aggregate -update
 - Alcohol Coverage – Host Liquor (must choose this!) - update
 - **\$5,000** Medical Payments -update
 - **\$500** Deductible -update
- Need a Waiver of Subrogation – No

- Need Hired & Non-Owned Auto – No
- Choose Continue

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 Continue

Your Name and Address (Event Holder)

- Insuring Business? – Choose **NO**
- Enter primary contact info-This is name of person hosting the event.
- Address - CK resident
- E-mail -CK resident
- Phone number -CK resident
- Choose Continue

Event Location/Additional Insured 1

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

Terms and Conditions (General Liability)

- Click on each box to open and review information
- Read Terms & Conditions
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