

Planning to use or rent a municipal facility?



Protect Yourself and Your Guests

The **Event Helper** may be a good option for obtaining the liability coverage required by the public entity. It is a web-based organization specializing in special event coverage. They cover a wide variety of events, offer liquor liability, and provide limits up to \$2,000,000, all at a reasonable cost. The website is easy to navigate and will provide a quote within seconds. A certificate of coverage is emailed directly to the public entity as confirmation of coverage, once the coverage is purchased.

Get A Free Quote

To get a free quote visit www.theeventhelper.com and follow the steps below.

- Choose event location (Oregon), length of event, total attendees and type of event and click continue.
- Choose liability limits required by the public entity and host or retail liquor if needed. **Note: a quote is provided at this step.**

If you choose to purchase coverage, you will continue with the following steps.

1. Choose your date(s) for the event
2. Select other coverage options, if desired
3. Complete the eligibility questions
4. Provide your name and address
5. Provide additional insured information.
6. Agree to the terms and conditions agreement
7. Purchase the coverage

Note: You must provide the below information for the additional insured.

Name of Certificate Holder: _____

Certificate Address: _____

Contact Email: _____



citycounty insurance services
cisoregon.org