Event Liability Insurance

How to Register your Event

A Guide for Haas Alumni Chapters
Overview

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Marsh provides event liability coverage of $2.5 million for CAA chartered alumni chapters’ special events.

Alumni chapters must register their event prior to its occurrence in order to be covered.

PLEASE NOTE:
If your event requires that the venue be listed as an additional insured, you are not able to use the online form. Please contact your Alumni Chapter Advisor.
Liability Insurance for Special Events

‘Special Events’ are events/activities for members and guests, **they do not include regular board, officer or member committee meetings held at member’s homes or businesses.**

This coverage protects CAA and it’s chartered alumni chapters from claims/suits brought by ‘third parties.’

‘Third parties’ include but are not limited to: invited speakers or “guests of honor,” invited guests at an event on or off campus, venue owners, and other interested parties such as mortgage holders, finance companies and insurance carriers that have an interest in third party property that may be damaged during an event (examples include: homes, cars, and equipment).
Examples of Special Events

**UC Davis: Vintage Aggies Wine Tasting**
Alumni, parents and friends of campus are invited to sample delicious wines from a number of renowned local Aggie winemakers while exploring the newest must-see venue on campus, the beautiful Hyatt Place Hotel. The tasting will take place from 6:30 – 8:30 p.m.

**UC Berkeley: Cal Football Viewing Party**
Join us on Saturday, November 6th as the Cougars of Washington State host the Golden Bears of California at Martin Stadium in Pullman, Washington. Don your blue and gold and bring your family and friends out to Players Sports Bar to watch this exciting game with fellow Cal fans. Food, fun, and football!
Registering Your Event

A Detailed “How-To”
Six Easy Steps To Register your Event

1. Log in to website
2. Qualify your event for coverage
3. Complete registration form
4. Verify and confirm information
5. Submit E-signature
6. Receive email with certificate of event liability coverage

Note: Any information entered into the online form will not be included on the final event liability form.

PLEASE NOTE:

If your event requires that the venue be listed as an additional insured, you are not able to use the online form. Please contact your Alumni Chapter Advisor.
Step One
Log in to website http://uc.marshcampusconnexions.com

1. Click on "FAS Emerti & Retiree"
2. Click on "Learn More"

Mozilla Firefox is the best browser to use with this online form.
Any other browser may cause difficulties.
Step Two

Qualify your event for coverage

Click “qualify your event for coverage under this policy.”

Note: The other types of insurance coverage listed on this page are not available to our chartered alumni groups.
Step Three
Complete registration form

FAS-Emeriti and Retiree Event Liability

Background | Highlights | Contacts | Claims Reporting

The University of California provides Event Liability coverage for events sponsored by qualified UC-affiliated foundations, alumni associations, and support groups. FAS Event Liability insurance provides coverage for certain liabilities arising from foundation, alumni association, and support group events and related activities.

Coverage is as follows:

Coverage: Commercial General Liability
Insured: The Regents of the University of California
Covers: General Liability, Damage To Premises Rented To You, Medical Expense, Personal & Advertising Injury, and Products & Completed Operations

Limits: $2,500,000 Each Occurrence
$2,500,000 Damage To Premises Rented To You - Any one premises
$10,000 Medical Expense - Any one person
$2,500,000 Personal & Advertising Injury - Any one person or organization
$10,000,000 General Aggregate
$10,000,000 Products/Completed Operations Aggregate

Click on the “FAS Apply Online” button
Step Three
Complete registration form

1. Provide the name of the event
2. Provide additional event description
3. Enter start and end date of event
Step Three
Complete registration form

Choose “Alumni” for the Type of Group.
Then select your group from the next drop down menu.

Provide the necessary information about your alumni group and the contact person. There is a 30 character limit on the email address.

Enter the location of the event venue.
Step Three
Complete registration form

Please note that for a number of the questions, if you select “Yes”, there will be additional questions.

Be sure to be as accurate as possible to ensure that the correct coverage is provided for your event.

Note:
Product Liability coverage is not available to chartered alumni groups.
Step Four
Verify and confirm information

Double check that all of your event information has been entered correctly.

**Note:** Any information entered into the online form will not be included on the final event liability form.
Step Five
Submit e-signature

Make sure to check this box to submit your e-signature.

Click “I Agree”
Step Six

Receive email with certificate of event liability coverage

Note: Any information entered into the online form will not be included on the final event liability form.
Sample Claim Scenarios

Guest Speaker injured at Alumni Reception on Campus:
A well known UC Berkeley alum (CEO of Fabulous, Inc.) is invited as guest speaker at the campus Alumni offices, with the reception on the outside patio. The speaker and his spouse are approaching the buffet table and both slip on spilled food, and suffer serious injuries and are taken to the emergency room. The injuries require the alums to be transported via air ambulance back home to recover. The Alumni Association could be legally responsible for the payment of medical costs, the hotel bill for the extra day, and the air ambulance cost, as well as additional bills submitted for replacement eyeglasses, a new tuxedo and dry cleaning.

Alumni Group members & guests suffer food poisoning at several alumni homes during a fundraiser:
A CAA alumni group with invited guests and spouses are holding a fundraiser at several alumni private residences as an exclusive “home tour” (4 homes). Catered food items and wines are offered at each residence from the same caterer. Multiple attendees complain of food poisoning and “claims” are submitted for weeks after the event. Attempts are made to determine the exact food item that was the source of the illness and the adjuster puts the catering company on notice of subrogation. The Alumni Group could be held legally responsible for medical costs plus loss of earnings for those who were unable to work due to illness.
Sample Claim Scenarios

**Children of Attendees at Alumni Group Community Event damage speaker displays:**
An Alumni Group holds an event at a local museum after hours, invited guests from the community attend and mingle. There are displays of all types provided by members of the alumni group (large photos, dioramas, etc.) Teenage children of several guests are engaging in “horseplay” and one child is pushed into a display. The display is damaged along with a glass case belonging to the museum. The child receives a minor cut from the glass. The Alumni Group could be held legally liable for the cost of replacing damaged displays and medical costs of the injured child.

**Guest Speaker injured in auto accident when driven to airport by Alumni Group volunteer:**
A regular “volunteer” helping with an event, who is also a university grad student, is available to take the speaker to the airport, when asked by a member of the Alumni Group. En route, they are in a serious car accident on the freeway. Both are injured, transported by ambulance to a hospital, and the car is towed. The policy responds and all medical costs for the speaker are covered, as well as loss of earnings due to their recovery period and other engagements are cancelled. The Alumni Group could be held legally liable for all medical costs for the speaker, as well as loss of earnings due to the speaker’s recovery period and other engagements that have to be cancelled.
Questions?

Please contact us if you have any questions: chapters@alumni.berkeley.edu