

### Certificate of Insurance (COI) Event Request Form

CTA's General Liability insurance extends coverage to Chapters and UniServ Units for off-site functions (e.g., restaurants, school sites, etc.), for activities such as fundraisers or trainings. When reserving an event space, venues may require a certificate of insurance showing proof of general liability insurance. If your Chapter or UniServ Unit does not have such coverage, you may request a certificate of CTA's General Liability insurance by completing the form below. Once completed, **attach a copy of the venue's facility agreement** to your form and email it to CTA's insurance team as instructed on the form (underlined in blue) and **allow at least two weeks to process**.

**Organization or Chapter Name:** \_\_\_\_\_

**Organization or Chapter Contact:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Event Date & Time:** \_\_\_\_\_

**Event Venue Address:** \_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_

**Certificate Holder Name & Address:** \_\_\_\_\_

Does venue require insurance to be Primary & Non-Contributory (PNC)?  Yes  No

*If Yes, please request venue to have PNC waived. If PNC cannot be waived, please explain why in email.*

- |                                   |                              |                             |  |
|-----------------------------------|------------------------------|-----------------------------|--|
| Additional Insured Requirement?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| Alcohol Served?                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> via Bartenders?   |
| Caterers?                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> via Self Service? |
| Bounce Houses?                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| Contests, Games, Athletic Events? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| Rock Climbing?                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| Live Music, Performances?         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |

*If Yes to any of the above (excluding Self Service), a copy of the vendor's certificate of insurance will be required.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Once completed, attach a copy of the venue's facilities agreement with this form and send one email to CTA insurance team:

- [Huong.Tran@alliant.com](mailto:Huong.Tran@alliant.com)
- [Michelle.Ferry@alliant.com](mailto:Michelle.Ferry@alliant.com)
- [David.Liebes@alliant.com](mailto:David.Liebes@alliant.com)
- [RiskManagement@cta.org](mailto:RiskManagement@cta.org)

If you have any questions please contact CTA Member Benefits at (650) 552-5200 or email at [MemberBenefits@cta.org](mailto:MemberBenefits@cta.org).