



BC Nurses' Union Bus & Event Insurance Request Form

You don't need to complete this insurance request form unless, there is an event involving:

- 1. Alcohol being served**
- 2. A request for a waiver of subrogation** (This allows the event organizer the right to transfer liability and claims to BCNU. BCNU's insurance supplier has indicated that this takes away all the liability from the event organizer, therefore BCNU should not agree to it unless absolutely necessary)
- 3. Any event outside of the normal scope of the BCNU events.**

If you need a certificate of insurance (COI) you will still need to complete this form and clearly indicate that at the end of your insurance request. If you are not sure if your event is within normal scope of BCNU events please contact David Tsai at dtsai@bcnu.org

REQUIRED INFORMATION

BCNU LOCAL EVENT CONTACT PERSON NAME, EMAIL and PHONE NUMBER:

LOCATION/VENUE OF EVENT:

DATE OF EVENT:

ESTIMATED START TIME & END TIME:

NAME OF THE EVENT:

EVENT DESCRIPTION (1-2 SENTENCES):

BCNU'S ROLE AND ACTIVITIES (1-2 SENTENCES):

ESTIMATED NUMBER OF MEMBERS ATTENDING:

BCNU BUS WILL BE ON SITE? (Yes or No)

OTHER REQUESTS OR COMMENTS: For Certificate of insurance please provide name and address of certificate holder, do they need to be named as additional insured and amount of insurance required to shown on the certificate.

In order to obtain insurance, this form needs to be complete and email to:

- 1. Kyle Harcott : kyle.harcott@marsh.com**
- 2. CC David Tsai: dtsai@bcnu.org**

Kyle will confirm insurance coverage via email or if additional information is required. Please CC David Tsai on all insurance requests.