



Insurance Certificate Request Form

We must receive insurance requirement at least 60 days in advance

Please avoid following to save on insurance cost:

- Booking Venue facility before knowing insurance requirements. (If any)
- Events with 500 or more attendees
- Renting Venue facilities that require 'additional insured endorsements' or any such requirement.

Lead-time: 2 weeks for insurance certificate. **2 months for certificate that requires abnormal language/request and endorsement that requires underwriting approval.**

Don't wait; Send this form & insurance requirement **IMMEDIATELY** at eventusa@ekal.org

ALL FIELD REQUIRED

Organization Name	Ekal Vidyalaya	Chapter	
Requester's Name			
Phone Number		Email	
Alternate Coordinator's Name			
Phone Number		Email	

Event Date & Hours	Attendees Expected: (There's an additional cost for 500+ attendees and process may take longer)	
Event Name & Description		
Event Address	City State & Zip	
Certificate Holder (Required) (Usually facility owner)		
Certificate Holder's Address		
Does Venue Owner require any specific wording? (Please provide Detail)		
Endorsement Require?		
Any Other Request?		

Have any insurance specific question? Contact Ekal Home office: 281-668-5982 or eventusa@ekal.org

Additional Resource: Chetan Notaria (Ekal Supporter & Insurance Advisor), Planning Resources Center Inc.
847-701-0253, Chetan@PRCFinancial.com