***National Federation of Music Clubs* Administration NFMC Liability Request Form 2023-2024**

(for additional events attach separate sheets)

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| --- | --- | --- | --- | --- |
| Event Name  | Date of Event | Location of Event  | Certificate Required | Event Fee $ |
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|  |  |  |  |  |

TOTAL:

**General Information:**

Be informed that NFMC members purchase Liability Insurance only. This provides coverage to a third party for bodily injury, or property damage that the entity causes.

You must be a music club member in good standing to obtain insurance. (Current annual dues payments required.)

Deadline to submit requests: **August 15, 2023** for events September 1 – December 31, 2023 **December 1, 2023** for events January 1 – August 31, 2024

\*Cost per event is $22. Any events registered after the designated deadline will be $27 per event. \*Cost per event having consecutive days is $27.

\*An event on a single day but at multiple sites costs $22 per site.

\*No requests will be processed without an accurate **venue name, address, and date of event.** \**If an event requires a rider for an additionally insured entity, give the exact language required.*

\*Any changes requested after a certificate is issued will result in a $5 change fee. If you need to change an event date, and wait to inform NFMC Headquarters until the original date has passed, you will owe another full event fee. There is NO credit given in this situation.

\*A certificate verifying insurance coverage is issued only to an event venue that requests it. Certificates will be sent to the **state liability chair only**.

Coverage is not guaranteed until payment is received and processed by NFMC Headquarters. “*No payment = No Insurance”* **Make checks payable to FFMC**

 **S**end this form with signed Child Protection Form and payment to:

 **Linda Blessing, 1266 NW 129th Drive, Newberry, FL 32669** **musicbless@aol.com**