Event Helper Special Event Coverage

Event Helper offers PDRMA member patrons special event coverage through its secure web-based program.
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QUICK TIPS

What is Event Helper?
Event Helper provides a marketplace for PDRMA member patrons to cost-effectively purchase event-specific special event coverage through a secure and easy-to-use website. Groups requesting to use PDRMA member facilities and parks for certain types of events – and when alcohol is served or sold – can purchase liability coverage 24/7 in minutes and any time prior to their event.

The process is simple (detailed steps are below):

- Go to Event Helper at https://www.theeventhelper.com/partner/pdrma.
- Complete the online form.
- Pay by credit card.
- The agency is automatically added as an additional insured and immediately receives the certificate of insurance via email.

1. **Go to Event Helper.** https://www.theeventhelper.com/partner/pdrma

2. **Complete the Get a Quote Window.**
   Provide basic information about the event, then click the **Click to Continue** button.

![Get a quote](image)
3. **Navigate through the Form**
Event Helper walks you through every step of the form. To navigate, click **Next Step** or **Go Back**. If you need to edit a section you already completed, click the buttons at the top of the form to go directly to that section, where you can make edits.

4. **Dates of Coverage**
Include the date of your event. Most renters have a single-day event.

5. **Include General Liability.**
Click **Yes**.

6. **Alcohol Coverage.**
Most likely you should choose the **Host Liquor** option (hosting alcohol vs. selling alcohol). If you choose the “Retail Liquor” option, that means you will be selling liquor. If you will not have liquor at your event, then select “None.”

7. **Coverage Limits**
The first option – **$1,000,000 Occurrence/$2,000,000 Aggregate** – is sufficient protection.

8. **Need Additional Insureds?**
The park district will be listed as the additional insured, so click **Yes**.
9. **Need Hired & Non-Owned Auto?**
   Most likely you will not need this coverage. Please press the Information button to learn more.

   ![Need Hired & Non-Owned Auto](image)

10. **Event Cancellation**
    For more information, click the Information buttons or find out the agency policy.

    ![Event Cancellation](image)
11. **Eligibility Questions**
Answer questions about your event.

12. **Event Holder Info (Your Info)**
Enter basic information about yourself.
13. **Location – Additional Insured**

Event Helper makes it easy to select the correct location for your event. In the **Location** section, use the search box or view a venue list by clicking **Show venue dropdown**.

A list of agencies will appear, and you can select the appropriate one, then click **Next Step**.
14. **Terms and Conditions**

Agree to the terms and conditions and click **Next Step**.

![Terms and Conditions](image)

15. **Payment**

Enter credit card information and click **Make Payment**.

![Payment](image)

16. **Agency added as Additional Insured and Certificate Emailed**

After you complete the form and make payment, the agency is automatically added as an additional insured and immediately receives the certificate of insurance via email. Please follow up with the event coordinator where you are renting and let him know you completed this step.

**Event Helper Support**

If you have questions and can't find an answer in these **Quick Tips**, try the following:

- Comprehensive **Frequently Asked Questions (FAQs)** section on the Event Helper website.
• Event Helper phone and email support from 9 a.m. to 7 p.m. Monday through Sunday, (includes Spanish-speaking customer support). Access this by clicking the Contact icon at the top of the form.