

HOW TO PLACE A REQUEST FOR INSURANCE

Please submit all insurance requests to Dani Mimm at dmimm@surfrider.org. We request that you **please submit insurance requests 2 weeks prior to your event.**

In order to process your insurance request, please fill in the requested information below. Samples for Garden Assistance Parties and Hands-On Workshops are provided after the info request below. Note that insurance is not needed for a Lawn Patrol and, instead, just use the Liability/Photo Release Form.

Name of Event:

Date and Time of Event:

Location of Event:

Estimated Attendance:

** Events with an attendance of 500 people or more will be required to fill out an additional form.*

Brief Description of Event:

Will alcohol be served?

If yes, by whom:

Chapter Name:

Chapter Address:

Additional Insured Name:

Additional Insured Address:

Samples

For a Garden Assistance Party (GAP)

Name of Event: Garden Assistance Party (GAP)

Date of Event: October 24, 2010

Location: 203 3rd Street, Encinitas, CA 92024

Number of Volunteers: 20-30

Brief Description of Project: hands-on assistance with landscape installation, including: using hand tools to remove grass, digging swales, installing plants and irrigation, and laying down mulch.

Chapter Name and Address: San Diego Chapter, PO Box 1511, Solana Beach, CA 92075

Any additional insured and addresses (this includes the City, vendors, venues, etc.):

- Hosts - William and Kathleen Nygard
- City of Encinitas - 505 S. Vulcan Ave., Encinitas, CA 92024
- San Dieguito Water District - 160 Calle Magdalena, Encinitas, CA 92024
- Olivenhain Municipal Water District - 1966 Olivenhain Road, Encinitas, CA 92024
- G3, the Green Gardens Group dba G3LA, LLC - G3 - 11409 Charnock Rd, Los Angeles, CA 90066

For a HOW-Site Evaluation

Name of Event: Hands-On Workshop (HOW) – Site Evaluation

Date of Event: October 30, 2010

Location: 2814 Winlock Road, Torrance, CA 90505

Number of Volunteers: 20-30

Brief Description of Project: Walking around front yard and home, doing calculations to evaluate the site for current water use, water use if it were converted into an Ocean Friendly Garden and how much rain water can be captured. We will do a soil type test (mixing soil with water in our hands and feeling texture) and soil compaction test (digging a hole and filling it with water to see how long the soil takes to drain).

Chapter Name and Address: South Bay Chapter, P.O. Box 3825 Manhattan Beach, CA 90266

Any additional insured and addresses (this includes the City, vendors, venues, etc.):

- Property owners and residents – Bertie & Wistar Wood
- City of Torrance – 3031 Torrance Blvd. Torrance, CA 90503
- G3, the Green Gardens Group dba G3LA, LLC - G3 – 11409 Charnock Rd, Los Angeles, CA 90066

For Lawn Patrols (neighborhood walks)

It's sufficient to just use the Participatory Waiver form.