## The Event Helper Step by Step Instructions

The Event Helper is a low cost insurance policy that protects you from liability related to injuries and damage that may occur during your event or activity.

The Event Helper website is easy to use. Certificates are issued covering a wide variety of events. **Liquor Liability** (host and retail), **Waiver of Subrogation and** other coverages are offered for a reasonable cost. Click the **i** icon for more information or definition for coverage.

1. To get a free quote or to purchase Special Event insurance, please visit the City of Hillsboro specific link to the Event helper: https://www.theeventhelper.com#mPF8D7

## 2. On the Event Insurance tab, select your event criteria:

a) Event location: Oregon (default)

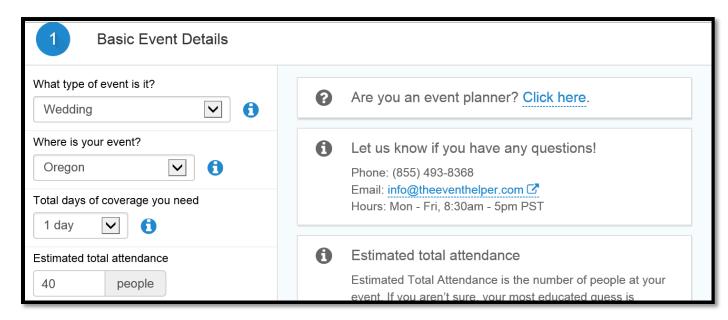
b) Coverage Length: how many day(s)?

- c) Estimated total attendance?
- d) What type of event?

It will display an estimate cost for your event. You can adjust the criteria for another quote.

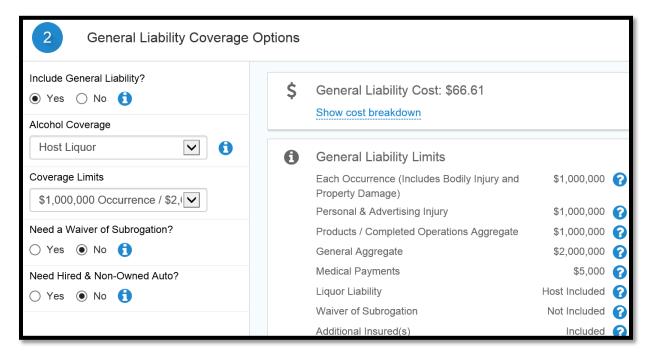


3. Select Continue for the next page - Basic Event Details. Click the blue i icon for more information.

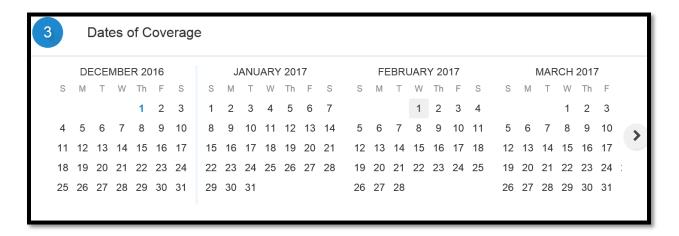


## 4. Select Next for General Liability Coverage Options page:

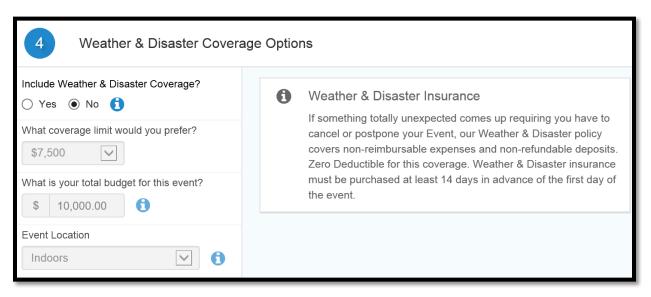
- a) Option to select Yes or No for General Liability Coverage. The City requires General Liability Coverage. Select Yes and you will have the following options:
  - i) Alcohol Coverage:
    - Host Liquor is the default and included on the policy at no additional cost. Host Liquor means alcohol is being given away or guests are serving themselves. IF your event is alcohol free, you may want to leave Host Liquor on the policy because there is no additional cost and if an expected guest spike someone's drink, there will be coverage.
    - Retail Liquor is when you are selling alcohol or professional serving alcohol. Besides getting insurance coverage, you will need to contact OLCC for a Special Event License.
  - ii) Select Coverage Limits: City of Hillsboro **requires** \$1M Occurrence/\$2M Aggregate. You can elect higher coverage if you want/need it (not required by the City).
- b) Waiver of Subrogation: Not required by the City. Additional coverage option.
- c) Hired & Non-Owned Auto Coverage: Not required by the City. Additional coverage option.
- d) General Liability Cost will appear automatically. Click Show cost breakdown for details.
- e) General Liability Limits will show the specific coverages and limits you have selected.



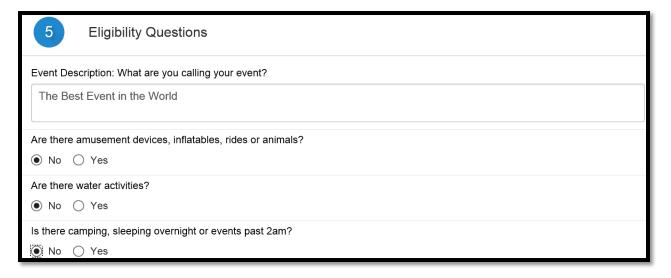
5. Select **Next** for Dates of Coverage. **Select the date of your event**.



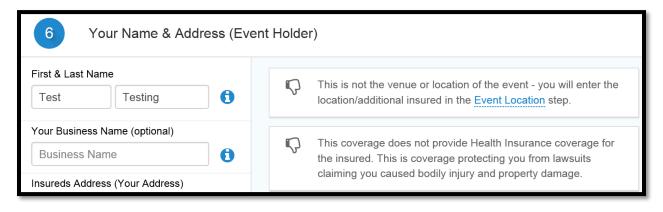
6. Select **Next** for **Weather & Disaster Coverage** Option (**Not required by the City. Additional coverage option**). Select **No** if you do not need weather and disaster coverage. If you select **Yes**, answer the three related questions on limits, total budget and location (a price quote will appear on the right).



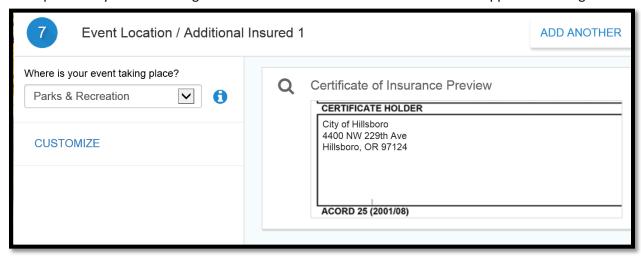
7. Select **Next** for Eligibility Questions. **Provide a description of your event** (description should match your rental contract information). *Answer* **No/Yes** to the three questions below the description.



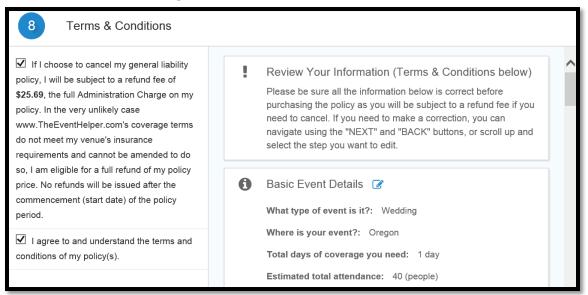
8. Select Next to Your Name & Address page (Applicant information/Event Holder). Provide your information.



9. Select **Next** for **Event Location / Additional Insured 1**. **Select** from the **drop down menu** your event location or the department you are working with. The **Certificate of Insurance Preview** will appear on the right.



10. Select **Next** for the **Terms and Conditions** page. Read the terms and conditions, review your basic event details, and **check** the two boxes to agree to the terms and conditions.



11. Select **Next** for **Payment Method** page. Enter credit card insurance. Review General Liability Cost Breakdown. You can go back and edit any tab. Once you are ready, select the pay button.

