

NFMC Liability Request Form 2025-2026

(for additional events attach separate sheets)

Event Name	Date of Event	Location of Event	Certificate Required	Event Fee \$

TOTAL:

General Information:

Be informed that NFMC members are purchasing 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, 2025** for events September 1 – December 31, 2025

December 1, 2025 for events January 1 – August 31, 2026

*Cost per event is \$20.

Events registered after the designated deadlines will need to pay a late fee of \$10 per event.

*Cost per event having consecutive days is \$25.

*An event on a single day but at multiple sites costs \$20 per site.

*No requests will be processed without an accurate **venue name, address, and date of an 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.

What is needed from you: 1) request for insurance, 2) payment, (\$20 per event, \$25 for consecutive days) 3) signed Child Protection Policy Form, 4) State Participation Declaration (signed by the State President on file at headquarters.)

*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"

The State Liability Chair or State Treasurer should send this form with signed Child Protection Form and payment to:
Tracy Hernandez, Assistant Office Manager
1646 W Smith Valley Road, Greenwood, IN 46142, or **Email: tracy@nfmc-music.org**