

# NFMC Liability Request Form 26-27

(for additional events attach separate sheets)

| Event Name | Date of Event | Location of Event- Please include full exact address | Certificate Required? | Event Fee \$ |
|------------|---------------|------------------------------------------------------|-----------------------|--------------|
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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 with current dues paid to obtain insurance.
- A certificate verifying insurance coverage is issued only to an event venue that requests it. Make sure to check the box in the table above. Certificates will be sent to the **State Liability Chair only**.
- No requests will be processed without an accurate **venue name, address, and date of an event**. If your event is on a college campus, we need the exact address and building name for which building the event will be in.
- If an event requires a rider for an additionally insured entity, give the exact language required.
- Each state is required to have a State Participation Declaration letter on file at Headquarters. The State President must sign the letter each year for their state to be able to hold events.
- Deadline to submit requests: **August 15, 2026** for events September 1 – December 31, 2026  
**December 15, 2026** for events January 1 – August 31, 2027

\*Cost per event is \$25.

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

\*Cost per event having consecutive days is \$30.

\*An event on a single day but at multiple sites costs \$25 per site.

\*Any changes requested after a certificate is issued will result in a \$5 change fee. If you need to change an even 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) this request form, 2) signed Child Protection Policy Form for each event 3) payment, (\$25 per event, \$30 for consecutive days, \$35 if past deadline) \*These items should all be sent to YOUR STATE LIABILITY CHAIR which can be found on our website. (About us → Liability Insurance)**

\*\*\*Coverage is not guaranteed until all 3 items are received and processed by NFMC Headquarters.\*\*\*

**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](mailto:tracy@nfmc-music.org)**