

Lake Fairways Event Form

Name of Event _____

Date(s) of Event: _____

Time(s) of Event: _____

Is Set Up Time Required: _____

Room(s) of Use Desired: _____

Person Responsible for Booking Event: _____

Contact Number: _____

Email address: _____

Refrigerator Key Signed Out By: _____

Proof of Insurance: _____

Copy Made: _____

Approval: _____

Date: _____

By Whom: _____

Added To Calendar: _____

*Key Returned By: _____

Management Follow Up: _____

Any event (birthday/anniversary/wedding, etc.) that is scheduled and not hosted/sponsored by the HOA or other ELS vetted group (Men's Club/Tennis/Golf, etc.) will be required to comply with the Single Event Insurance requirements.

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Please note that when renting a room (lounge, main hall etc) for an event, (birthday, anniversary etc), you must contact your homeowner's insurance company and request an insurance policy for your event.

*Please ask your homeowner's insurance company for a "Single Event Policy" this policy needs the following:

\$300,000 minimum if event is WITHOUT alcohol

\$1 Million minimum if event is WITH alcohol

Policy needs to list either ELS or Lake Fairways as the certificate holder and will not be processed without this.

**Please allow up to 8 business days (excluding holidays & weekends) for processing.

Certificates with handwritten information will not be accepted.

This certificate is only good for 1 time (date of event).

* If you do not have homeowner's insurance, please call any insurance company for the single event policy.

** Upon receiving your certificate from the insurance company, please bring or sent it to Raina so it can be forwarded to our company.

Raina can be reached at 239-731-2900

Single Event Insurance Requirements: Any event that will have non-residents attending will require a Single Event Policy. \$300,000 with no alcohol, and \$1 million WITH ALCOHOL. Pine Lakes/Lake Fairways residents are not considered nonresidents.

If you are in need of single event insurance and your insurance company does not offer it, you may try

K & K Insurance Group, Inc.
1712 Magnavox Way
Fort Wayne, IN 46804

Phone: 1-800-328-2317

Email: info@eventinsurance-kk.com

Office hours: M-F 8am-5pm EDT

*Pricing subject to change if not completing purchase same day as the quoting.

For your security, no credit card information is retained on the site

This insurance company information is provided as a courtesy only. ELS has no affiliation with this company. Please remember to do your own research when contacting companies for quotes/services.