**Sheppard Family Park Society**

**Schedule C**

**Instant Risk Insurance Portal - 2024**

Confirm your booking with the Sheppard Family Park Rental Manager and then be ready with the following information to complete the application for insurance for events at Sheppard Family Park.

**The link to the Instant Risk Portal is: https://highriver.instantriskcoverage.com/login**

If it is your first time using the Portal, you will have to create a username (this can be your email address) and password.

1. Your contract number.

2. Name and contact information for the policy holder. The policy holder is the individual or organization renting the facility and securing the insurance.

3. Any additional insured listings that are required, including their name and address. This is to be the Sheppard Family Park Society 1201-5th Street SE High River, AB T1V 1J2.

4. The type of event and location (wedding/board meeting/family picnic/etc. at Sheppard Family Park)

5. The type of coverage required. Example, is alcohol is going to be at the event?

6. Number of participants, guests, etc.

7. Other specifics related to the type of event and/or activity.

8. Dates and times of the coverage required. (i.e. one time booking, monthly booking, weekly booking, etc.)

9. You also need to answer these questions:

a. Has an insurance claim been made by the applicant (this means the individual or organization that will be the policy holder) for this type of event in the last three years?

b. Have or will waivers be signed by participants holding the insured harmless?

c. That you have the authority to bind/sign on behalf of the application (i.e. you are of age and/or can sign on behalf of a corporation)

10. Once you have completed the submission, you will receive a quote, which can then be purchased as a policy for insurance coverage.

11. Confirmation of this insurance must be presented to the Sheppard Family Park Rental Manager fourteen (14) days prior to the event.