

**356 Registry Event Insurance Form B (hot link)**

[https://porsche356registry.org/club\\_insurance/Event\\_Insurance\\_Order\\_Form\\_B.pdf](https://porsche356registry.org/club_insurance/Event_Insurance_Order_Form_B.pdf)

## 356 Registry Event Insurance Form B Instructions

Instructions are provided below for filling out the 356 Registry “Independent Club Event Liability (ICEL), Event Insurance Form B”. If you have any questions, please contact Debbie Cooper at [debbiecooper@porsche356registry.org](mailto:debbiecooper@porsche356registry.org).

**Note: All event organizers must be current 356 Registry members. Non-members will not have liability coverage under this policy** (The event will be covered for incidental damage caused by non-members to the extent that the policy allows.)

Fill out the following sections of the K&K Event Insurance Form B as follows:

1. Name of insured club:

Enter: 356 Registry, Inc.

Debbie Cooper will instruct you on the address to be included upon approval of your “Request for Insurance Form”.

2.Event Date: Enter date or range of dates for event

3.Event location (name of site): Enter venue, street address, city & state.

4.Type of Event: **(tick all boxes  that apply in this section)**

Class I - Bike Show/Bike Wash/Car Show, Caravan (No Rides), Guided Tours, Poker Run/Toy Run/Rally

Class II – Trade Show

Class III - All Field Events **NOTE: Flea Markets/Swap Meets are subject to Underwriting Approval a minimum of 2 weeks in advance of event**

Attendance: Indicate the number of anticipated participants

Miles: Indicate the total number of miles that all caravans or tours will cover

Autocross

Gymkhana

Other \_\_\_\_\_

**(For all events - tick “Other” box  Add brief description of event & attach schedule & other important event details)**

5.Coverage Requested: **Leave section blank**

6. Premium Remitted: \_\_\_\_\_ Check Number: \_\_\_\_\_

(Enter amount confirmed on “Request for Insurance” form & your check number)

7. Additional Insureds and relationship (landowner/sponsor):

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

This may include hotels, venue land owners, etc. If you are an event organizer, you do not need to include yourself, as you will be automatically covered for event liability as a 356 Registry member/organizer (with the submittal and approval of this form).

8. Certificate of Insurance required: (tick box  Yes  No)

(Note: Hotel and other venues may require this.)

9. **Waiver and Release Requirement:**

You MUST request the release/waiver forms from the Registry insurance liaison, Debbie Cooper. Each participant or parent on behalf of minor, must print and sign the form. The forms must be originals and not copied in any way. After the event is complete, contact Debbie Cooper and she will instruct you where to send the forms. The 356 Registry will keep them on file.

Please send \_\_\_\_\_ Waiver & Release Forms  
(Indicate the number of forms needed for event)

10. Name of person completing this order: (etc)

Provide all information requested and in "Fax:" section, include your email address. Complete information is required for K&K to generate the necessary coverage documents.

11. **EVENT LOCATION DIAGRAM WORKSHEET (Page 2)**

Event venue photos/diagrams are only needed for competitive events such as autocross/hill climbs, etc.

12. Complete in the section at the bottom of this page

Sign, print and date K&K Event Form B.

13. Email the completed K&K Event Form B to Debbie Cooper for final approval.

14. The approved form will be emailed to you. Print out a copy of the approved form and mail the form and the check 10 business days before the event to:

**David E. Hart – Underwriting Professional**  
**K&K Insurance Group, Inc.**  
**1712 Magnavox Way**  
**Fort Wayne, IN 46804-2338**