

# Liquor Liability Insurance Application

JCI Minnesota has a \$1,000,000 liquor liability insurance policy with the agency Insurance By Design which runs September 22, 2017 to September 22, 2018.

## Chapter Requirements

- ✓ Alcohol Awareness training (TIPS) is required for all chapters utilizing this policy and chapters must provide proof of training (include with application). Please see the JCI Minnesota Insurance Manual for more information.
- ✓ Name of Certificate must match that of the liquor license holder. A copy of the liquor license application must be included for each liquor event.
- ✓ All parties involved in serving must be paid members (alumni members must be current with their alumni dues).
- ✓ All accounts receivable must be paid up to date (if your chapter owes a lot of money for dues, please contact us so we can work with you and get you on a payment plan, if necessary.)
- ✓ In addition to the application, you must complete a Liquor Liability Event Questionnaire for **each** event.
- ✓ Chapters are responsible for the per occurrence deductible, which may be up to \$2,500.
- ✓ Failure to comply with any of these stipulations will result in non-coverage of the event and loss of “good-standing” status of your chapter. Chapters not in good standing are ineligible to vote or receive awards.
- ✓ Our organizational policy concerning the “Do Not Serve” (DNS) designation located on the back of an identification card will be that you are prohibited from serving alcohol to that person. Knowingly serving someone who has this designation is a major liability.

## Process to Apply

- ✓ Email your application to [insurance@mnjaycees.org](mailto:insurance@mnjaycees.org) and mail your cost-sharing fee to the Chapter Service Center. Please allow 30 days to process; email [insurance@mnjaycees.org](mailto:insurance@mnjaycees.org) right away if you need something short notice.
    - Application with all known events listed.
    - Send in copy of certificate of TIPS trained member(s) supervising/training for your liquor events.
    - Questionnaire for **each** known event (make sure to indicate if you need another entity named as an additional insured i.e. Chamber, City, another non-profit, etc.)
    - Check issued with application to cover your share of the cost for the liquor liability (based on estimated gross sales).
- \*\*NOTE:** You must pay the cost-sharing fee for the insurance before the certificate(s) will be issued.

## Questions and Contacts

For questions regarding this policy or to request a certificate of insurance please contact the Executive Director [execdirector@mnjaycees.org](mailto:execdirector@mnjaycees.org) to start the process.

If you have specific questions about how to set up your event properly and how to manage your liquor liability insurance, you can contact our insurance agent at: Insurance By Design, Lu Ann Paulet, 952-808-7005, [luannp@insurancedesign.net](mailto:luannp@insurancedesign.net).

Please return this completed form, the questionnaire(s), and the appropriate cost-sharing fee to:  
Minnesota Jaycees, 1405 N Lilac Drive, Suite 125, Golden Valley, MN 55422

<u>Estimated Annual Gross Sales</u>	<u>Cost-Sharing Fee</u>
Under \$1,999	\$300.00
\$2,000 - 4,999	\$600.00
\$5,000-9,999	\$1,375.00
10,000-14,999	\$1,800.00
15,000- 19,999	\$2,950.00
20,000+	\$5,550.00

Name of Chapter \_\_\_\_\_

Address \_\_\_\_\_

Name/Title of Person Completing Application \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail (write clearly) \_\_\_\_\_

*The signature of the chapter president or other designated chapter member signifies that you have read and agree to the above stipulations and agree to comply with each.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

List all Liquor Events and Dates of each event (additional events may be added at a later date)