

# **Special Event GL Application 2023-2024**

If your institution would like coverage for an upcoming event, please complete the below questionnaire and return it to The Office of Risk Management contacts, Eric Agnew and or Ruth Maldonado (contact information below) for a quote. Once a quote is received, ORM will notify you and request approval for the purchase. Events start at \$58 and the premiums can range, on average, between \$0.15 and \$0.22 per spectator. Events are invoiced at the time of endorsement and institutions are responsible for timely payment of the invoice. Standard Additional Insureds are included for free. Primary and Non-Contributory and Waiver of subrogation endorsements can both be added at a charge of \$100.00 per additional insured.

<b>Institution:</b>	
<b>Name of Event:</b>	
<b>Description of Event:</b>	
<b>Location:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Number of Days:</b>	
<b>Event location –Indoors/outdoors:</b>	
<b>Number of Spectators/Attendees:</b>	
<b>Seating Capacity of Event:</b>	
<b>Is Seating temporary or Permanent</b>	
<b>Additional Insureds Requested (Name Address and Fax Number Required):</b>	
<b>Will food be served? If yes, is it provided by a third party vendor?*</b>	
<b>Will alcohol be provided? If yes, is it provided by a third party vendor?*</b>	

\*To obtain SEGL coverage, all caterers must provide an event specific liability certificate of insurance (including liquor liability coverage, if applicable), which names the Board of Regents of The University of Texas System and the specific institution hosting the event as additional insureds, along with a waiver of subrogation.

**The Office of Risk Management SEGL Contact information**  
Eric Agnew ([eaagnew@utsystem.edu](mailto:eaagnew@utsystem.edu)) 512-499-4305  
Ruth Maldonado ([rmaldonado@utsystem.edu](mailto:rmaldonado@utsystem.edu)) 512-499-4447