



CAMP WYMAN

Experiences

Submitting a Certificate of Liability Insurance (COI)

Wyman requires proof of insurance from vendors, contractors, and third-party facility users before any services are rendered. This requirement can be satisfied by submitting a Certificate of Liability Insurance.

Steps for Submitting a COI:

1. Contact your insurance agent(s) that handles your general liability, automobile and worker's compensation coverage. Request a COI that lists these details:
 - "The Wyman Center, Inc. 600 Kiwanis Drive, Eureka, MO 63025" as the Certificate Holder
 - Commercial General Liability with a combined single minimum limit of \$1,000,000 per occurrence for bodily injury and property damage
 - Worker's Compensation with the statutory limits required by state law
 - *If applicable*, Automobile Liability with a minimum limit of \$1,000,000
2. Email or mail the certificate to your Wyman contact.

Note: There should not be an additional charge to get certificates. Your insurance agent or insurance carrier may issue the certificate(s). Please account for the additional time it takes to obtain a COI from an insurance carrier instead of an agent.

If you are planning to be on Wyman facilities, but do not have proof of insurance or have insufficient insurance coverage:

Complete an online application for Special Events Liability Insurance, a low-cost insurance policy that protects both the facility user and Wyman. The policy applies to bodily injury and property damage on Wyman campus.

Steps for completing the insurance application:

1. The first section of the application is a brief six-question form about the special event. Select a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate liability limits.
2. Second section asks for the policy holder's name, address, and contact information.
3. Third section asks three brief questions regarding the presence and serving of alcoholic beverages.
4. Fourth section asks for venue details like name, address, special event dates, and if you need to list any entities as Additional Insured. List "The Wyman Center, Inc." as Additional Insured.
5. Fifth section shows a Premium Summary based on your responses in previous sections of the application.
6. Then payment can be made with credit card. Print policy documents or wait to receive policy documents via email.

Please make sure to email your proof of insurance to your Wyman contact.

Link to online application: [Special Events Liability Insurance with CPH- Philadelphia Insurance Companies \(phly.com\)](https://www.phly.com)