



**CALIFORNIA STATE UNIVERSITY, Maritime**  
Risk Management Services

## Special Event Insurance Request

Special Event Insurance provided by Risk Management Services is only available for events on campus.  
Complete this form and turn it in 2 weeks before your event date to Risk Management at  
[mspotorno@csum.edu](mailto:mspotorno@csum.edu) | Administration Building | Office 707-654-1076

| Contact Information          |                               |              |
|------------------------------|-------------------------------|--------------|
| <u>Event Holder's Name</u>   | <u>Event Holder's Address</u> |              |
| <u>Point of Contact Name</u> | <u>Phone number</u>           | <u>Email</u> |

| Event Information   |                         |  |
|---|-------------------------|--|
| <u>Event Title/Name</u>   | <u>Event Location</u>   |  |
| <u>Date</u>   | <u>Start Time</u>       | <u>End Time</u>  |
| <u>Age group</u>  | <u>Number of guests</u> | <u>Will there be alcoholic beverages served?</u><br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Type of Event</u> (Also describe activities that will take place at this event, i.e. Birthday party with basketball game):<br><br> |                         |  |

| RMS Office use only           |             |                       |                       |                  |
|-------------------------------|-------------|-----------------------|-----------------------|------------------|
| <u>Person Preparing Quote</u> | <u>Date</u> | <u>Premium Quoted</u> | <u>Date Cert Sent</u> | <u>Date Paid</u> |

Revised February 2016