



Instructions to Purchase Group Liability Insurance for City Events

After reviewing a City event policy, an Applicant will require proof of user insurance to the City. Applicants may apply through the Municipal Insurance Association of British Columbia, or a private agency. Insurance is to be held on a per occurrence basis and must be attached to the Application Form.

Applicants may purchase group insurance through the Municipal Insurance Association (MIA) of BC service portal at: <https://miabc.eventpolicy.ca/>. The MIA does not provide the insurance directly. Their program is operated by a separate insurance agency called Shephard Ashmore, who will also handle all the inquiries about insurance from users through their live-chat function on their website.

EventPolicy is a subsidiary of Shephard Ashmore Insurance Services
#203-1508 West 2nd Ave, Vancouver, BC, Canada, V6J 1H2
Tel: 604-684-9349 Email: info@shephardashmore.com

Attached is a list of supported activities the MIABC/Shephard Ashmore covers:

Supported Events

Sports

Badminton
Baseball
Basketball
Bocce
Bowling
Broom-Ball (non contact)
Cricket
Cross Country Meet
Curling
Disc sports
Dodge Ball
Field Hockey
Figure Skating
Fitness Classes
Floor Hockey (non contact)
Frisbee Golf
Handball
Horseshoes
Ice Hockey (non contact)

Meetings

Card, Board, Computer Games
Workshops
Arts Instruction
Crafts Instruction
Class Instruction/Tutoring
Speakers and Board Meetings

Special Events

Anniversary
Auctions
Art Show
Banquet
Baptism, Bar or Bat Mitzvah
BBQ Picnic
Birthday Party
Business Seminar (presentation for discussion)
Concert
Conference (formal meeting for discussion)
Craft Fair
Dinner
Dance Party (casual, non competitive)
Exhibit (Single display)
Fashion Show
Film Shoot (Under \$10,000 budget)
Festival
Graduation
Movie or Still Photo Presentation

Ice Skating (public)
 Kickball (non contact)
 Lacrosse (non contact)
 Pickle Ball
 Ringette
 Run/Walk
 Soccer (non contact)

Softball
 Squash
 Shuffle Board
 Swimming (with lifeguard)
 T-ball
 Touch/Flag Football (non contact)
 Table Tennis
 Tai Chi
 Tennis
 Track & Field
 Volleyball
 Yoga

Memorial
 Music or Dance Recital
 Music Recording
 Music Workshop or Rehearsal
 Photo Shoot (still photos only)
 Retirement Party
 Seasonal Children’s Activities (Egg hunt, pumpkin carve etc.)
 Seminar (formal meeting for discussion)
 Speaking Engagement
 Stag/ Stagette
 Wedding Shower
 Talent Show (music or dance, no stunts)
 Theatre Performance
 Wedding

Excluded Events:

Sports: Any Contact or Extreme (hi-risk of injury) Sport, Skiing, Boxing, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Horse Related, Kickboxing, Lacrosse (unless non-contact), Minor Hockey (18 & under, unless non-contact), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football.

Meetings: Political Rally, Protests, Lessons or Instruction involving illegal or hazardous chemicals, agents, biological, incendiary devices or any controlled substances.

Events: Parades, Fireworks, Raves, Hip Hop Concerts, Punk or Thrash Metal Shows, Stage Diving, BBQ/Kitchens, Events involving illegal or hazardous chemicals, agents, biological, incendiary devices or any controlled substances.

The event policy you are following, will outline the amount of coverage required (between \$2-\$5 million).

Alternately, the Applicant may purchase their insurance from another provider, naming the “The City of Duncan, 200 Craig Street, Duncan BC V9L 1W3” as an additional insured under the insurance policy with the prescribed minimum (\$2-5 million) liability coverage.

Any loss or damage which occurs, and which is under the deductible in the insurance policy or is not covered by the insurance policy is the responsibility of the Applicant.