
ONE TIME EVENT, MEETING(S), OR PARTY

1. If you wish to purchase the coverage through the Municipalities Facility User Insurance program provided by Armour Insurance Brokers Ltd., please go to the following link <https://scugog.instantriskcoverage.com/login> Here you set-up an account with your own password and information, and once that is done you click on add insurance and the system will take you through the process. Once you have purchased the coverage, you will automatically receive a certificate of insurance coverage and the Town will also receive a copy instantaneously.
2. **Setting Up your Account in the Link.** This is very simple, just go to the link shown in #1 above. Here you set-up an account with your own password and contact information. The program will request your name with no spaces to create your account name, and request you create a password that contains the following; a) one capital, and b) one lower case, and c) one number. The password must be 8 characters long. It will then ask you to for your first/last name, email, and to verify your user name. Once this is done, it will take you back to the sign in page in order to purchase insurance through your newly created account.
3. Questions on purchasing and insurance should be directed to Armour Insurance Broker Ltd. Telephone No: 905-452-5127 or 1-855-452-5128 OR e-mail: Puneet@armour-insurance.com OR Jackie@armour-insurance.com

SPORTING EVENT, LEAGUE, CAMP, OR TOURNAMENT

1. If you want an estimate on the insurance cost through Caledon's Facility User Insurance Program, it can be found on our web-site at the following link <https://scugog.instantriskcoverage.com/login>
2. **Note:** we recommend you look at various options for booking the insurance in order to have the most cost efficient insurance premium. There are different options of those with leagues and camps;
 - a. **Sport League:** This provides for an unlimited amount of rentals for a period of up to one year and is rated on the number of "Teams" within your league.
 - b. **Camp:** This provides for an unlimited amount of rentals time for the camp operations for up to a period of up to one year and is rated on the number of total camp participants.
 - c. **Other and/or One Time Event:** This provides for insurance for "only the date and exact times of your rental". The premium is based on the number of people participating (including players, coaches, officials, and volunteers) on the playing area/surface during the specific hourly rental. For example, you could have 100 players in your league, but only would have 30 people on the playing area/surface at one time. This is then based on an hourly rate, and a certificate is issued for each rental date and time (NOTE: each rental date is required to be entered). You can book numerous dates and times by clicking on "add a date"
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Here you set-up an account with your own password and information, and once that is done you click on add insurance and the system will take you through the process.

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4. Once you have an account and a rental contract number, you can enter the information and obtain an exact quotation. This will save under purchase history and allow you to go back in and purchase the coverage prior to the rental commencing (referenced as event not purchased with the rental number).
 5. **Setting Up your Account in the Link.** This is very simple, just go to the link shown in #2 above. Here you set-up an account with your own password and contact information. The program will request your name with no spaces to create your account name, and request you create a password that contains the following; a) one capital, and b) one lower case, and c) one number. The password must be 8 characters long. It will then ask you to for your first/last name, email, and to verify your user name. Once this is done, it will take you back to the sign in page in order to purchase insurance through your newly created account.
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