

You can also click on
“Register” to get signed
up as well

To get started, you
will need to create
an account.
Click “Sign Up” to
get to the next
screen

The image shows a web page for RMA AON with a 'Signup Today' form. The form is titled 'Signup Today' and contains the following fields: First Name, Last Name, Username, Email, Contact Phone Number, Password, and Retype Password. Below the fields is an orange 'Sign Up' button. At the bottom of the form, there is a link: 'Already have an account? Login Here'. Blue arrows point from the text on the right to each of these elements: the six input fields and the 'Sign Up' button.

RMA AON

Login Register Sup

Signup Today

First Name

Last Name

Username

Email

Contact Phone Number

Password

Retype Password

Sign Up

Already have an account? Login Here

Complete the form with:

- Your First Name
- Your Last Name
- A Username (that you'll remember!)
- Your email
- Your Phone Number
- A Password (that you'll remember!)

Once complete, click the "Sign Up" button

Account created successfully



amybates

.....|

Sign In

[Forgot your Password? Click here](#)

[Need an account? Sign Up](#)

You will be taken to this screen where you'll get confirmation your account was created successfully.

From there, use your Username and Password to Sign In

Use of Application Agreement

Information must be entered exactly as it is captured on your rental contract. If the information does not match the rental contract, the liability insurance will be voided.

The Underwriter from the insurance company relies on the above information not only for premium assignment but also if they would accept or decline to write the risk as well as what limit they are willing to put forth for the exposure. Any facts that are not represented completely or omitted will be considered a misrepresentation and will cause coverage to be null and void. Please assure you have read the questions fully and answered them to the best of your ability and knowledge.

By accepting these terms I understand the above and acknowledge I have will answer all questions to the best of my ability at the time of completing this application.

Completing this online form does not bind insurance coverage.

Premiums must be paid in full before coverage can be bound

I understand the above and acknowledge that I will answer all questions to the best of my ability at the time of completing this application.

I understand and agree that the personal information collected through this purchasing process will be shared with the Insurance Broker, Insurance Underwriters, in the event of a claim Third Party Claims Adjusters, and other companies or individuals required to service your insurance requirements and needs. Additionally, I have read and agree to the Privacy Policy contained in your portal.

Please read through the agreements

This is where you agree to answer all questions truthfully and honestly to the best of your ability.

Personal information provided is only used to write the coverage for the event. It is not shared with Third Parties.

If you answer no to any of the questions, you will not be able to proceed.

General Event Information

Please select the Municipality:

Lacombe County

Name of **Person** or Name of Organization renting the space, exactly as shown on the rental contract (Not the facility or municipality): ?

Amy Bates

Address Information ?

Search for business or home address of the **person** or organization renting the facility:

40403 Range Road 274, Lacombe, AB, Canada

Street Number

40403

Street Name

Range Road 274

City

Province

Using the drop-down menu, select Lacombe County (or the municipality you're hosting your event, if it's elsewhere)

Here, you will enter the name of the renter and address

Additional Insured

Is there any other entity which is required to be added as an Additional Insured, other than the Municipality?

YES

NO

Next

If there are other parties involved in the rental, you will select “Yes” and complete the required information. Otherwise, select no. You will then be able to hit “Next”

This screenshot shows the 'Event Type' section of a web form. At the top, there are two icons: a gear for 'Event Type' and a calendar for 'Dates & Times'. Below these, a label reads 'Select the type activity taking place:'. A dropdown menu is open, displaying a list of options: 'Multiple Vendors', 'Individual Vendor / Photography', 'Room Rental / Banquet Hall / Park Events / Public Events', 'Sporting Hourly Events, Leagues, Tournaments and Camps', and 'Sporting Coach / Instructor'. A blue arrow points from the text 'This is where you will select the type of event you are using the facility for.' to the dropdown menu.

This is where you will select the type of event you are using the facility for.
A Multiple Vendor event would be something like a farmer's market.
More than likely, the facility will be used for a room rental

Here, you will select what type of activity is taking place.

This screenshot shows the 'Activity Being Hosted' section of the web form. The 'Event Type' dropdown is now set to 'Room Rental / Banquet Hall / Park Events / Public Events'. Below it, a label reads 'Select the activity being hosted:'. A dropdown menu is open, displaying a list of activities: 'Anniversary Party', 'Antique Show', 'Art Festival', 'Art Show', 'Auction', and 'Award Presentation'. The 'Anniversary Party' option is highlighted in blue. A blue arrow points from the text 'Here, you will select what type of activity is taking place.' to this dropdown menu. At the bottom of the form, there is a label 'What is the maximum number of participants attending the event?' with a text input field containing the number '0'.

21 Dates & Times Review

Select the type activity taking place: ?

Room Rental / Banquet Hall / Park Events / Public Events

Select the activity being hosted:

Banquet

What is the name of the facility the event is going to be taking place in?

Gilby Agricultural Society

Lakeside Recreation Society

Mirror Association For Ball Diamond, Campground, Skating

Mirror Recreation Society

Morningside Community Society

What is the maximum number of participants attending the event?

0

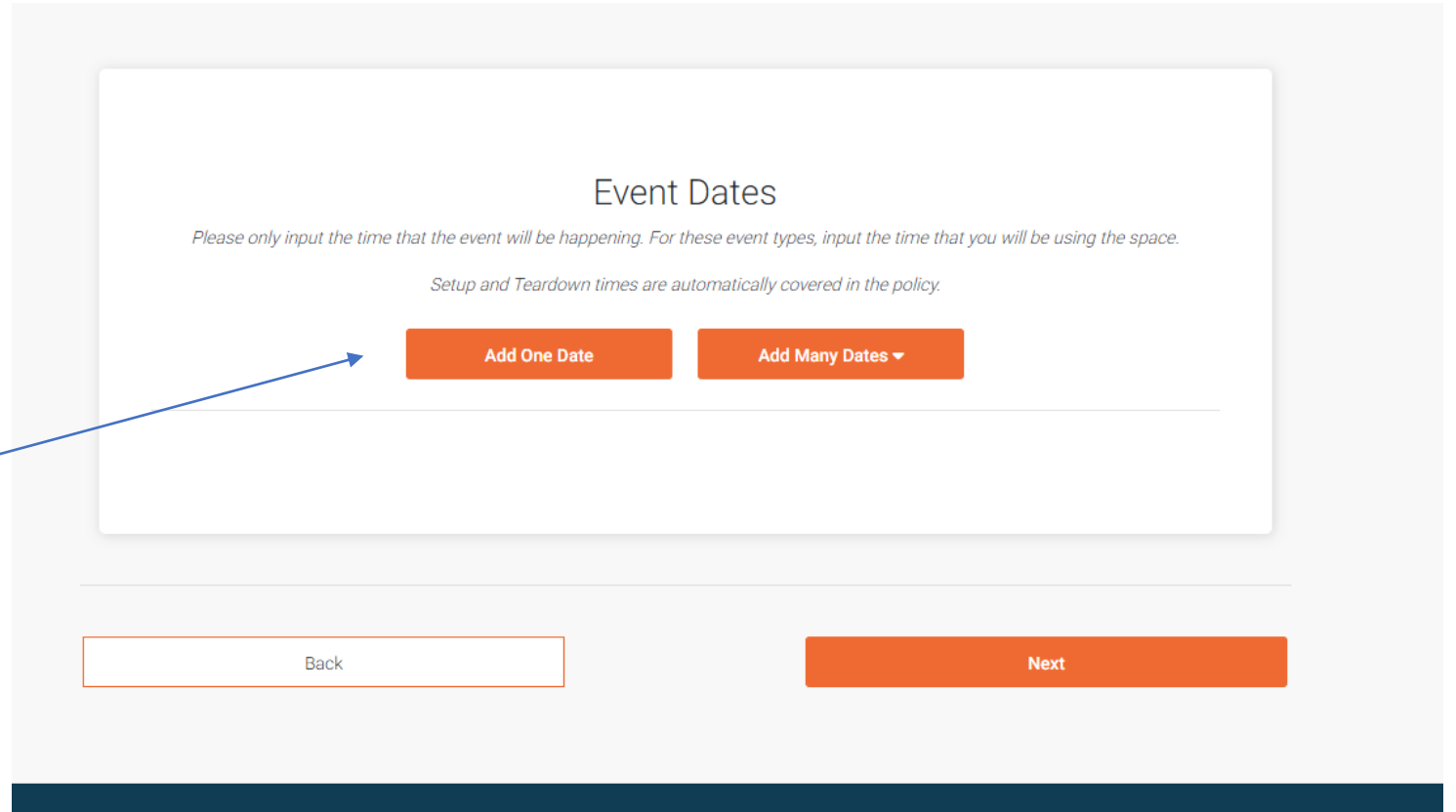
DELL

In this dropdown, you will be able to select which facility in the County you are renting. All of the information has been programmed into IRC

Here you will enter the number of people that will attend the event.

Once complete, you will be able to hit the "Next" button.

On this screen, you will select the date(s) of your event.
Please note that this policy does include Setup and Teardown times so, you only need to enter in the date of your event.
Once complete, hit “Next”



The screenshot shows a web interface for selecting event dates. At the top, the title 'Event Dates' is centered. Below it, two lines of instructional text are displayed: 'Please only input the time that the event will be happening. For these event types, input the time that you will be using the space.' and 'Setup and Teardown times are automatically covered in the policy.' Below the text are two orange buttons: 'Add One Date' and 'Add Many Dates' with a downward arrow icon. A blue arrow points from the text on the left to the 'Add One Date' button. At the bottom of the form, there are two buttons: a white 'Back' button with an orange border and an orange 'Next' button. The entire form is set against a light gray background with a dark blue footer bar at the bottom.

Event Dates

Please only input the time that the event will be happening. For these event types, input the time that you will be using the space.

Setup and Teardown times are automatically covered in the policy.

[Add One Date](#) [Add Many Dates ▼](#)

[Back](#) [Next](#)

on

Event Type

Dates & Times

Review & S

NOTE: Please check that all information is correct and matches the rental contract, including: ×

1. NAME & ADDRESS matches the rental contract exactly

2. CONTRACT NUMBER is correct

3. PROPER DESCRIPTION OF THE EVENT IS SHOWN

4. ADDITIONAL INSURED

5. DATES including START & END TIMES match the rental contract

6. LOCATION is correct

7. OTHER EXPOSURES: number of Vendors for each category and number of people attending the event

PLEASE NOTE ANY CHANGE REQUIRED TO THE INSURANCE AND PROOF PROVIDED TO THE MUNICIPALITY WILL RESULT IN AN ADMINISTRATION FEE SHOULD THE INFORMATION ENTERED NOT BE CORRECTLY REFLECTING THE RENTAL CONTRACT ISSUED

Name of Insured: Amy Bates

Home Address of Insured: 40403 Range Road 274, Lacombe AB, T0C0J0, Canada


Policy Number: NA

Non Sporting Event: Class 1 Event

Dates (DD/MM/YYYY):
24/06/2023 11:30 AM - 24/06/2023 2:30 PM

Event details:
Location of Event: Forshee Community Hall Society
Municipality of Event: Lacombe County

The blue box is advising to check your information. Please confirm that all information is correct. If you spot and error, you must go back to correct it. Incorrect information could void a policy in the event of a loss.

Have you made an insurance claim for this type of event within the last three years? 

YES

NO

I acknowledge that overnight coverage in relation to camps is not included in this policy.


YES

NO

I acknowledge that I have reviewed the excluded events and exhibitors listed in [this document](#).

YES

NO

If this is for a Corporation and/or Partnership, I agree that I have the authority to bind the Corporation and/or Partnership. 

YES

NO

N/A

I verify that all information entered in the application is true and acknowledge that providing incorrect information can lead to my coverage being null and void.

YES

NO

Back

Quote

Prior to quoting, you must review these questions and answer them honestly and to the best of your ability. Once complete, hit “Quote”

NOTE: Before purchasing please check that all information is correct and matches the rental contract, including:

1. NAME & ADDRESS matches the rental contract exactly

2. CONTRACT NUMBER is correct

3. PROPER DESCRIPTION OF THE EVENT IS SHOWN

4. ADDITIONAL INSURED

5. DATES including START & END TIMES match the rental contract

6. LOCATION is correct

7. OTHER EXPOSURES ARE CORRECT: number of Vendors for each category and number of people attending the event

PLEASE NOTE ANY CHANGE REQUIRED TO THE INSURANCE AND PROOF PROVIDED TO THE MUNICIPALITY WILL RESULT IN A \$5.00 ADMINISTRATION FEE SHOULD THE INFORMATION ENTERED NOT BE CORRECTLY REFLECTING THE RENTAL CONTRACT ISSUED

General Policy Information ?

Total Cost of Policies: \$13.16

Name of Insured: Amy Bates

Rental Number: NA

Address of Insured: 40403 Range Road 274, Lacombe, AB, T0C0J0

Telephone Number: 4037826601

Email Address: abates@lacombecounty.com

Again, confirm that all information is correct and accurate!

Here is where the policy will be quoted.

In this example, we quoted a Banquet with 50 people, with no alcohol being served.

If you are happy with the quote, you can click “Purchase”

If you don’t want to proceed, you can “Delete All”

If you require more coverages, you can select “Add More”

6. LOCATION IS CORRECT

7. OTHER EXPOSURES ARE CORRECT: number of Vendors for each category and number of people attending the event

PLEASE NOTE ANY CHANGE REQUIRED TO THE INSURANCE AND PROOF PROVIDED TO THE MUNICIPALITY WILL RESULT IN A \$5.00 ADMINISTRATION FEE SHOULD THE INFORMATION ENTERED NOT BE CORRECTLY REFLECTING THE RENTAL CONTRACT ISSUED

Individual Policy Information ?

CLASS 1 EVENT
FORSHEE COMMUNITY HALL SOCIETY
11:30 AM 24/06/2023 - 2:30 PM 24/06/2023

Delete All

Add More

Purchase

Purchase Questions

Do you understand the coverage and exclusions of this policy?

YES

NO

In the event of a claim against you, this policy contains a \$1,500 deductible / self insured retention. You as the named insured will be responsible to pay this if a claim is filed.

Do you understand agree that you will be responsible for the deductible?

YES

NO

Do you understand this policy does not cover [Professional Liability?](#)

YES

NO

The above information forms part of your policy. Any incorrect information could null and void your policy. Is all information above correct? If not please go edit the application to reflect the correct information.

YES

NO

Back

You will need to complete these Purchase Questions prior to being taken to the payment screen.

← **instantriskcoverage**

Liability Insurance Coverage

CA\$13.16


[rmamember] Purchase by Amy Bates

Powered by **stripe** | [Terms](#) [Privacy](#)

Pay with card

Email

Card information

1234 1234 1234 1234		
MM / YY	CVC	

Name on card

Country or region

Canada	▼
Postal code	

Securely save my information for 1-click checkout

Enter your phone number to create a Link account and pay faster on Instant Risk Coverage Inc and everywhere Link is accepted.

 (506) 234-5678	Optional
--	----------

[link](#) · [More info](#)


Pay

Upon completion of the Payment Questions, a new window will open up where you will be able to enter your credit card information. This is a secure website.

Once completed, a receipt and insurance certificate will be emailed to the email used on the account.

Lacombe County will also receive a copy of the certificate of insurance.

And that's it! You are covered!



Add Insurance

Policy Information ▾

Tools / Forms ▾

Support

My Account ▾

Manage Account

Purchase History

Logout

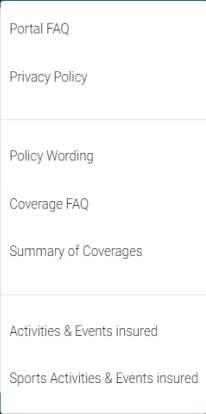
how

10 ▾

 entries

Purchased	Rental number	Name of Insured	Policy Type	Start date
No data available in table				

Under the My Account tab along the top, you are able to view your purchase history to see the policy(ies) that you have purchased



Search:

▼

End Date

End Date

Under the Policy Information tab, you are able to locate FAQ's and general policy information

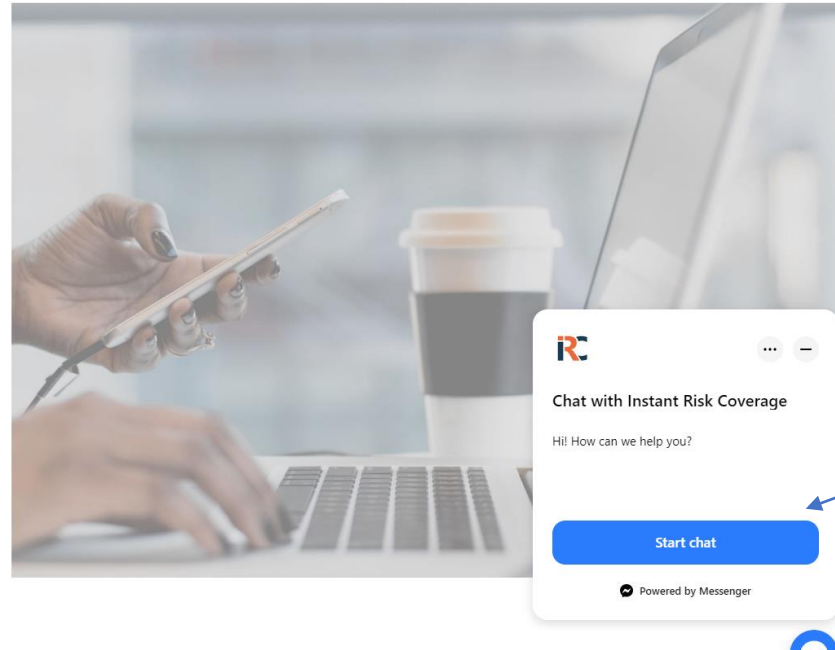
Support

Please use the chat icon in the bottom corner of the screen in order to get in contact with our support team!

Alternatively you can also contact us at
support@instantriskcoverage.com

or

By phone at 1 (800) 517-1390



From here, you can connect with
the Support staff at IRC 24/7 via

Phone at 1-800-517-1390

Email at

support@instantriskcoverage.com

Chat