

Special Events (Off-Campus) Insurance Program

Short Term Special Events

This insurance program has been specifically designed for the organizers of short-term special events hosted at a location other than the Baylor campus and meets the following criteria.

- Maximum total attendance of 12,000 or less
- Maximum number of consecutive event days (not including set-up or tear down) is 10
- Event is held at a single location
- Event location must be held in the United States

Examples of Eligible Events

- Auctions
- Banquets
- Concerts (call for approval)
- Conventions, Meetings, Lectures
- Job Fairs

Examples of Ineligible Events

- Air Shows
- Activist rallies/marches/literature distribution
- Athletic Events and Competitions
- Concerts – no rock, rap or hip-hop
- Gun and/or knife shows

Note: The lists do not include all events. For a complete list, see link below.

Commercial General Liability Insurance protects the insured against claims for bodily injury and property damage arising out of the premises, operations, products and completed operations.

Liability limits of \$1,000,000 to \$5,000,000 (per occurrence) are available online at <http://www.kandkinsurance.com/sites/Events/Pages/Short-Term-Special-Events.aspx>.

The link will guide you through the process to purchase coverage via credit card or checking account. 100% of the premium is fully earned at the inception date and is non-refundable in the event of cancellation. Once purchased, you will receive a Certificate/binder of coverage via e-mail. Please submit a copy of the Certificate to the Department of Risk Management.

Contact Information:

Baylor University Risk Management
254-710-8990