



Help Desk - Moose International

E-Mail: Helpdesk@Mooseintl.org

Bulk E-mail 7-30-08

Subject: FW: REVISED - Bulk E-Mail 7-29-08

REVISED - SPECIAL EVENT COVERAGE AVAILABILITY

We are pleased to announce that Special Events Insurance Coverage is available for our Fraternal Units in The United States through AON effective August 1, 2008. (Coverage for Canadian Fraternal Units should be available in the near future.)

A dedicated website has been created for the Special Event insurance required of Fraternal Units renting their premises to third-parties (including members) or hosting fund-raisers and other events where alcohol will be sold or served.

The cost is a flat \$156.00 (premium with tax included) per event for events with up to 1,000 guests expected. The limits of liability are \$1,000,000 general liability including liquor liability/dram shop.

This website consists of a single instruction page plus a one-page "application" that asks only:

- * Name of Lodge, Chapter, Association or Legion
- * Lodge or Unit Number
- * Address
- * Telephone Number
- * Date and Time of Scheduled Event
- * Brief Description of Event (i.e. anniversary, birthday or other party)
- * Estimated Number of Guests
- * Name(s) of renters, or hosts

Once the above information is input, you will merely click on the "Submit" button to get a confirmation that your request has been received. To assure that coverage is effected, you must mail your check for the \$156.00 the same day as you complete and submit the application, or if the application is completed and submitted after business hours, the next business day. Instructions for the Payee and mailing of your check are found on the site.

All appropriate parties (Moose International, Inc. and the renters/hosts) will be Additional Insureds, with the Fraternal Unit being the primary Named Insured.

To prepare your access to this site, please go online now (even if you do not have event planned at this time) and set the following as trusted sites:

- a. Open Internet Browser, under Tools, Internet Options.....
- b. Click on Security tab, click Trusted Sites then Site and.....

Enter (click Add)

Enter (click Add, then OK)

- c. Browser should be closed and reopened for setting adjustment to take.

If you run into difficulty with the above, please call 1-800-953-4576 to reach AonLine Client Services for assistance.

YOU WILL ONLY HAVE TO DO THIS ONE TIME TO THEN BE ABLE TO ACCESS YOUR DEDICATED SITE IN THE FUTURE.

Once the above has been done, each time you need to access the online application site:

- a. Enter aonline.aon.com
- b. Enter your User ID which is FraternalOrder
- c. Enter your Password which is Mooseheart#1

If you have questions about the insurance itself, please call 1-800-966-2708 to reach the Moose Lodge Service Desk at Aon in Chicago.

You may access this Website beginning August 1, 2008.

Helpdesk@mooseintl.org

630-906-3658