

HALL RENTAL INSURANCE INSTRUCTIONS FOR REMITTING PAYMENT

Lodges often contact Risk Management inquiring how to make the payment for the Hall Rental Insurance purchased through AON. When making the payment for this coverage, you should take the following steps:

1. The payment should be made by either certified check or by Lodge check. ***Personal checks from the renter should not be sent to AON.***
2. The certified check or Lodge check should be made payable to Swett and Crawford.
3. The certified check or Lodge check should include your Lodge number and the date of the rental.
4. The payment should be mailed to: Ruth Von Spreckelsen
Aon Risk Services, Inc. of Illinois
200 East Randolph Street
Chicago, Illinois 60601
5. The payment must be mailed within 24 hours of the application being made ***and*** prior to the date and time of the hall rental. (In other words, if a hall rental is scheduled for Saturday at 6:00 pm and the application is made the day prior on Friday at 8:00 pm, the payment must be mailed prior to Saturday at 6:00 pm)

If you have any questions regarding the Hall Rental Insurance, please contact the Risk Management department at 800-544-4407.