

LODGE HALL RENTAL INSURANCE AVAILABILITY

A dedicated website has been created for the Lodge Hall Rental insurance required of Fraternal Units renting their premises to members, or third parties when dispensation has been obtained, where alcohol will be sold, served or consumed.

The cost is a flat \$150.00 (premium plus premium tax) per rental for rentals with up to 1,000 guests expected. The limits of liability are \$500,000 general liability including liquor liability/dram shop.

This website consists of a single Instruction Page plus a one-page "Application" that asks only eight questions:

- 1) Name of Lodge, Chapter, Association or Legion;
- 2) Lodge or Unit Number;
- 3) Address;
- 4) Telephone Number;
- 5) Date and Time of Scheduled Event;
- 6) Brief Description of Event (i.e. anniversary, birthday or other party);
- 7) Estimated Number of Guests; and
- 8) 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 \$150.00 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 below.

When submitting your payment please make sure that the following steps are followed:

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 if the rental is scheduled to take place within the next 30 days. (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.) Checks for rentals taking place more than 30 days from the application date should be sent no more than 30 days in advance of the rental date.

To access the application, please do the following:

- a. Enter **www.aonline.aon.com** in your web browser.
- b. Enter your User ID which is **FraternalOrder**
- c. Enter your Password which is **Mooseheart#1**

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

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

THIS COVERAGE IS ONLY AVAILABLE FOR FRATERNAL UNITS LOCATED IN THE UNITED STATES.