



Bringing Light to the Heart of Okotoks

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As a valued rental group at Okotoks United Church, we are writing to inform you that as of July 1, 2014 we are being required by our insurance carrier to request a Certificate of Insurance from all renters. If you do not currently have 3rd party liability insurance in place, you can easily purchase it through our insurance carrier's website listed below. You are also welcome to pursue insurance through another source of your choice.

The premium through our carrier depends on several details and you can obtain a free, no obligation quote online. Once you complete the questionnaire you can purchase or decline the insurance. When you purchase the insurance online, you can immediately view and print your Certificate of Insurance by clicking the link "Certificate 1 of 1". You will also receive a confirmation email with the link to print your Certificate at any time. Online payment is by credit card only. Please note that coverage does not automatically renew and must be purchased every year.

Following is the link to purchase Third Party Liability Insurance through our carrier:

<https://www.hubinternational.com/en-CA/programs-associations/united-church-of-canada-event-insurance/>

If you use United Church of Canada HUB 3rd party insurance, they will ask for our Covernote number. It is **1424**.

If you decide to continue renting space at OUC, we will require a copy of your insurance certificate and a signed rental agreement before your first meeting date. Please contact me to make these arrangements at your convenience.

If you have any questions or concerns, please feel free to contact me in the Church office.

We appreciate having you use our building and we hope that you choose to continue sharing our space.

Sincerely,

Diane Willis
Office & Facilities Administrator
Okotoks United Church
43 Riverside Drive,
Okotoks, AB