

Unlocking the Seneschalate: Insurance Certificate Requests  
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You will probably only have to obtain insurance certificates once per year, however, there are typically two different ones needed in the Barony of Namron. I have provided information below on how to obtain each. The information for the Medieval Fair version can simply be copied and pasted into an email and the information updated. This is most likely the only request you will need to submit each year unless you have equestrian activities, etc. at an event.

For a complete explanation of ordering the various insurance certificates, visit:  
<https://www.sca.org/resources/insurance/insurancecert/>

An **Evidence Only Certificate** is what most sites require. You should receive a copy by email around the first week of January each year. If you have not received it by the 31st, contact the [Northern Regional Seneschal](#). There is an existing Insurance folder in the Seneschal's Google Drive where you can store it. (You may not publish this on the website.)

### **Medieval Fair**

This certificate is free if the request form is completed correctly. Order after January 15th each year. You must complete every line accurately or your request could be returned. If you put the wrong information on lines 4, 7, or 8, you could incur a fee. Include everything below; bolded information is what you'll need to customize.

Once you receive your certificate by mail, you may need to send a copy to OU's Contracts department, even though a copy is mailed to the university, and submission is possible through the fair website. This procedure has changed a couple of times in the past few years, so double check with the Medieval Fair Director before submitting anything.

-begin SCA insurance certificate request email-

Send the certificate request to [insurance@sca.org](mailto:insurance@sca.org). Subject Line: Insurance Certificate Order

1. Name of Event/Practice: **Medieval Fair Demo**
2. Group Sponsoring Event or Practice: **Barony of Namron**
3. Group Contact Person & Daytime Phone Number: **Your Name & phone number**
4. Insurance Type: (General Liability, Equestrian, Host Liquor, Golf Carts & Endorsement)  
**General Liability**
5. Fax Number for Site Owner– If available, otherwise put “n/a (don’t skip) **N/A**

6. Routing Name for Fax – (Site Owner’s Contact Person) **N/A**

7. Certificate Holder’s Name & Address – (This is not your local group – it is the Church, Park’s Dept., etc. who is requesting that they be furnished a certificate).

**Board of Regents of the University of  
Oklahoma/Medieval Fair and the City of Norman  
1700 Asp Ave.  
Norman, OK 73072**

8. Additional Insured – The exact wording that the Certificate Holder wishes to appear on the certificate.

They will provide you with the wording in your contract.

**N/A**

9. Name & Physical address of the site - **Reeves Park  
2501 Jenkins Ave  
Norman OK 73072**

10. Beginning & ending DATES of the event. For multiple dates, please list each date.

**(Example) April 3-5, 2020**

11. Event Coordinator: Membership Number, Expiration Date, Legal Name, Mailing Address, Email address, & Daytime Phone Number.

**Member#**

**Exp**

**Your Modern Name**

**Your Mailing Address**

**seneschal@namron.ansteorra.org**

**Phone number**

-end of email-

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A separate document outlining Medieval Fair Procedures is located in the Seneschal's Google Drive. Please refer to it for more details.