



NATIONAL MODEL RAILROAD ASSOCIATION, INC.

Insurance Application

Administrative Fee Structure

1. Administrative fee is \$50 for the insurance application annually.
2. Late fee of \$50.00 is required, if submitted less than 30 days of the event.
3. Additional Insured/Specific Mention is only available by written contract, agreement or permit. \$50.00 fee is required for each "additional named insured"
4. Make sure you carefully review your insurance application. Error corrections or change requests will be charged an additional \$50.00.
5. Additional insurance limits/requests are available for additional fees and are contract based. Please email office for information.
6. For specific insurance questions, email the NMRA office at nmracao@nmra.org

Liability insurance is only available to Certified 100% NMRA Clubs or Certified Regions & Divisions of the NMRA.

NMRA Application Form for Certificate of Insurance

Date of Application:

Name of Sponsoring NMRA Organization:

Name, Title, Address, Email & Phone Number of Individual Requesting Certificate:

Do you certify that the sponsoring organization requesting certificate is 100% NMRA Membership?

Venue Owner & Event Location:

Description & Date of Event:

Specific Mention Required: _____ Yes _____ No

Specific Mention or additional insured is only available in cases where such mention is required by written contract, agreement, or permit.

COVERAGE WILL APPLY ONLY FOR AN APPROVED EVENT LISTED ON THIS FORM, AND ONLY IN TERMS EXPRESSED ON HOLDER'S CERTIFICATE OF INSURANCE.

A new 100% Club certificate request must be accompanied by a club application and current membership roster. Region & Division Certificates will only be issued after annual certification is complete. Special Interest Groups must supply the NMRA Sanctioned Application.

Fees may be paid by check or credit card. Fee schedule is as follows:

Administrative Fee: \$50.00 / Specific Mention or Additional insured fee: \$50.00 / Late Request Fee*: \$50.00

***REQUEST AND FEES MUST BE RECEIVED AT LEAST 30 DAYS BEFORE EVENT, otherwise the \$50 Late Request Fee is required.**

Total Enclosed:

Signature and Date:

Submit form via mail, email or fax:

**NMRA
Attn: Insurance
PO Box 1328
Soddy Daisy, TN 37384-1328
nmracao@nmra.org or 423-899-4869 (Fax)**