



**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**  
Environmental Health Safety and Risk Management  
Special Event GL Application

Events start at \$58 and the premiums can range, on average, between \$0.15 and \$0.22 per spectator. Events are invoiced at the time of endorsement and the requesting department is responsible for timely payment of the invoice. If your institution would like coverage for an upcoming event, please complete the below questionnaire and return it to: **EHSRM ~ EEHSB 1.111**

Institution:	
Name of Event:	
Description of Event:	
Location:	
Date:	
Time:	
Number of Days:	
Event location –Indoors/outdoors:	
Number of Spectators/Attendees:	
Seating Capacity of Event:	
Is Seating temporary or Permanent	
Additional Insureds Requested (Name and Address Required):	
Will food be served? If yes, is it provided by a third party vendor?*	
Will alcohol be provided? If yes, is it provided by a third party vendor?*	

\*To obtain SEGL coverage, all caterers must provide an event specific liability certificate of insurance (including liquor liability coverage, if applicable), which names the Board of Regents of The University of Texas System and the specific institution hosting the event as additional insureds, along with a waiver of subrogation.

**EHSRM - EEHSB 1.111**

Celia Saenz ([celia.saenz@utrgv.edu](mailto:celia.saenz@utrgv.edu)) 956-665-2902  
Richard Costello ([Richard.costello@utrgv.edu](mailto:Richard.costello@utrgv.edu)) 956-665-3690