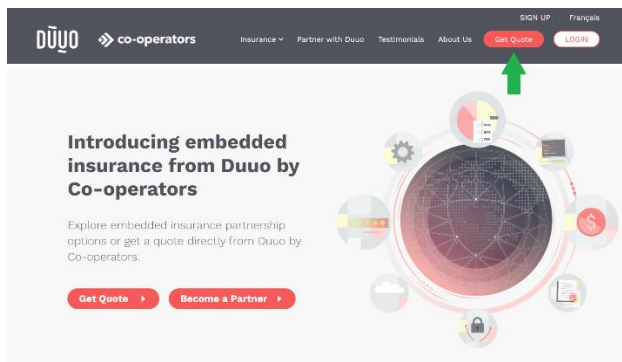


Steps to Register for Duuo Insurance

www.duuo.ca



Choose "Get Quote".



Choose "I am hosting an event."

Choose option as close to the event that you are hosting. Such as: baby shower, badminton, baseball, baseball, birthday party, bridal shower, buck and doe, dance, festival, figure skating, fitness classes, hockey – Ice (non-contact), meeting, pickleball, reunion, senior meetings, skating (recreational), wedding & reception, yoga, etc.

Click 'Next'.



How many events are you hosting?

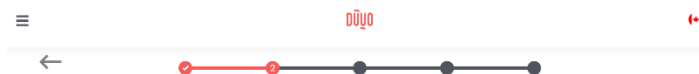
Single event

Multiple events

Next

Choose the best option for you.

Click 'Next'.



Where will your event take place?

Enter Location

Find your event location by typing the venue address. ⓘ

Search venue address

Next

Enter location:

Thamesford District Recreation Centre

Embro Zorra Community Centre

Thamesford Public Library (Beaty Room)

Thamesford Area Swimming Pool

Etc.

Click 'Next'.



When is your event?

Start date

End date

Next

Enter date and times your event will take place.

Click 'Next'.

Can you tell us more about your event?

Number of attendees *

Will alcohol be served?

Yes No

Name of event? (Optional)
Ex. John's birthday party

Next

Enter number of Attendees.

Will alcohol be served?

Enter name of event.

Click 'Next'.

Let's personalize your coverage

I am hosting this event as:

An individual A business

Next

Choose the best option for you.

Completed the required fields.

Click 'Next'.

Your Quote

\$

Quote Expires -

Apply Promo code

Need to add others to your policy?

Don't worry, you will be able to add "additional insureds" and "co-hosts" before you purchase.

Event Details

Event Name	Event Type	Venue	Date
------------	------------	-------	------

Edit Details

Coverage Summary

Premium:	\$
Tax:	\$
Total:	\$

FAQs

Have questions or concerns? We'll love to help. Please reach out to our customer support team.

Important

It's very important to be honest and share all relevant information when

Review your Quote.

Click 'Next'.

←

✓ ✓ ✓ 4 ●

Add others to your policy

Do you have any individual or third party that needs to be covered by or included on your policy?
You can easily add them now.

Who can I add?
A co-host
This individual will be a named insured on your policy.
It could be a friend, spouse, or a business partner.
An Additional Insured
A person, entity to whom your policy extends coverage for liability arising out of your hosting of the event.
This could be the venue where your event is being hosted.

Already listed on your policy

Type	Name of person	Email
Required		

Is there anyone else you'd want to add to your policy?

Yes No

➔

Choose 'Yes'.

☰ Duo ☰

←

✓ ✓ ✓ 4 ●

Who would you like to add to your policy?

Co-host Additional Insureds

A person, entity to whom your policy extends coverage for liability arising out of your hosting of the event.
This could be the venue where your event is being hosted.

Next

Choose "Additional Insureds"

☰ Duo ☰

←

✓ ✓ ✓ 4 ●

Details of the additional insured

Name of person or entity *
Township of Zorra

Email
booking@zorra.ca

+ Add

Enter the following:

Township of Zorra

Booking@zorra.ca

Review Additional Insureds and Co-hosts

Required

Co-Host

Additional Insured

Share Proof of Insurance

By checking this box, you permit Duuo Insurance Services Inc. to send the Proof of Insurance (COI) to the listed parties. Duuo may also notify these parties if the policy is cancelled.

Purchase Insurance

Once all details are complete, click 'Purchase Insurance'.

We will receive a copy of your insurance.