Step 1: What type of event?

Group A: Study groups, Discussion groups, classes, lectures, presentations, workshops, neighborhood, club or association meetings, memorial services

Group B: Birthday parties, weddings/civil union celebrations, party/event w/more than 150, major rental with 150 or more participants per session, meeting or event

Insurance required

Step 2: What is the estimated attendance for this event?

Estimated expected attendance is 150 or less

Estimated expected attendance is 151 or more

Insurance required

Step 3: Will alcoholic beverages be served or sold at this event?

No

Insurance requirement is waived

Yes

Insurance required