

INSTRUCTIONS FOR RELEASE AND WAIVER INDEMNITY FORM

FOR ALL REPRESENTATIVES, MANAGERS, EMPLOYEES AND VOLUNTEERS

Instructions on how to properly complete the *Release and Waiver Indemnity Form*.

Representatives, managers, employees and volunteers should read the forms carefully so they can respond to questions about the Waiver from persons entering any restricted area in such a manner to make clear the intent of the form, i.e. “the signing of the Release and Waiver is a pre-condition to participating in the event, and the signer acknowledges the potential hazards present, and by signing, waives and releases certain legal rights to sue for negligence.” Your representative should give them the opportunity and time to read and understand this document before signing and entering the restricted area. **DO NOT LET THEM PASS OVER THESE INSTRUCTIONS LIGHTLY WITH INCORRECT INFORMATION:**

The **Release and Waiver** must be completed properly to be of any value in a court case. The Release and Waiver is a legal contract between you and any person permitted to enter the restricted area during a scheduled event.

To properly complete this form:

1. The first line at the top must show the type of event, location (track name) and the date of the event.
2. In the multiple line area with words “I have read this release” any and all persons permitted to enter a restricted area during a scheduled event must print and sign their own legal name.
3. The witness representing the insured must sign their name and enter their title on the bottom line.

PLEASE NOTE: Providing your insurance carrier with a properly completed form when requested puts the county agricultural society/county fair board in a better position to defend you and protect your loss ratio.

- a. Keep all signed forms the minimum period of time your state considers the statute of limitations.
- b. Be prepared to supply an original signed waiver of claimant dated prior to an incident in question.