



**SPECIAL EVENT APPLICATION**

**GENERAL INFORMATION:**

Insured Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Location Address(es): \_\_\_\_\_

Dates of event: \_\_\_\_\_

Hours of event: \_\_\_\_\_

What type of event is this?

- Animal Event
- Car Show
- Conference/Meeting
- Convention/Trade Show
- Concert/Live Performance
- Demo Derby
- Festival/Fair
- Fundraiser
- Parade

- Party/Social Gathering
- Seasonal Event
- Sporting Event
- Wedding
- Other (Describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detailed description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is applicant's role in this event?

- Organizer
- Participant
- Vendor

- Other (Describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this an annual event? Y\_\_\_\_ N\_\_\_\_

Prior coverage? Loss runs required.

Any losses within past 3 years? Y\_\_\_\_ N\_\_\_\_

Coverage Desired?

- GL & LIQ
- GL MONO
- LIQ MONO

Limits: \_\_\_\_\_

Total Estimated Attendance: \_\_\_\_\_

Total Estimated Sales:

- Food vs. Alcohol vs. Other: \_\_\_\_\_

Additional Insured (Optional)

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Interest: \_\_\_\_\_
  
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Interest: \_\_\_\_\_

- Are certificates of insurance required from all subcontracted operations? Y\_\_\_\_ N\_\_\_\_
- Is security provided by insured or independent contractors? Y\_\_\_\_ N\_\_\_\_
- If independent contractors, do they have their own insurance? Y\_\_\_\_ N\_\_\_\_

**EXPOSURES**

Select all that the event will feature:

- |  |   |
|--|---|
| <input type="checkbox"/> Mechanical rides/devices  | <input type="checkbox"/> Animal Rides           |
| <input type="checkbox"/> Bounce houses/Inflatables | <input type="checkbox"/> Petting Zoo            |
| <input type="checkbox"/> Climbing Wall             | <input type="checkbox"/> Bonfires/Open Pit Fire |
| <input type="checkbox"/> Slides                    | <input type="checkbox"/> Fireworks              |
| <input type="checkbox"/> Trampolines               | <input type="checkbox"/> Overnight              |

**LIQUOR LIABILITY: N/A**\_\_\_\_\_

- Estimated # of attendees consuming alcohol
- Is applicant licensed? Y\_\_\_\_ N\_\_\_\_
- Will alcohol be sold by applicant? Y\_\_\_\_ N\_\_\_\_
- Is applicant the sole vendor/server of alcohol at event? Y\_\_\_\_ N\_\_\_\_
- Are all servers required to go through formal alcohol server training? Y\_\_\_\_ N\_\_\_\_
- Is BYOB or self-service alcohol permitted? Y\_\_\_\_ N\_\_\_\_
- Does the event have drinking competitions or games of any type? Y\_\_\_\_ N\_\_\_\_

**AMUSEMENT DEVICES: N/A**\_\_\_\_\_

- Provide a complete list of devices.
- Is applicant properly licensed to operate equipment? Y\_\_\_\_ N\_\_\_\_
- Does vendor or subcontractor operate equipment? Y\_\_\_\_ N\_\_\_\_
- Does vendor have insurance with limits and coverage at least equal to our applicant? Y\_\_\_\_ N\_\_\_\_
- Are the rides supervised at all times? Y\_\_\_\_ N\_\_\_\_

**CONCERT: N/A**\_\_\_\_\_

- Type of music: \_\_\_\_\_
- Describe seating (ie bleachers, lawn, chairs, etc): \_\_\_\_\_
- Any special effects? Y\_\_\_\_ N\_\_\_\_

**CONVENTION/TRADE SHOW: N/A**\_\_\_\_\_

- What type of trade show? (Describe products and services involved): \_\_\_\_\_
- How many booths?: \_\_\_\_\_
- Are all booth operators and vendors required to carry their own GL coverage? Y\_\_\_\_ N\_\_\_\_

- Will the event feature any medical or health treatment? Y\_\_\_\_ N\_\_\_\_
- Are attendees allowed to participate in physical activities or use any type of equipment or machinery as part of a demonstration? Y\_\_\_\_ N\_\_\_\_

**DEMO DERBY: N/A\_\_\_\_\_**

- Describe the venue. Arena? Field? Park? Indoors or outdoors?: \_\_\_\_\_
- What types of races are being held?: \_\_\_\_\_
- Describe protections afforded to spectators.: \_\_\_\_\_
  - Are they safely positioned and protected if an accident happens?: \_\_\_\_\_
- Any bleachers used? Y\_\_\_\_ N\_\_\_\_
  - If so, are there backs and sides? Y\_\_\_\_ N\_\_\_\_
- What is the maximum seating or attendance capacity for any one single event?: \_\_\_\_\_
- Is alcohol served? Y\_\_\_\_ N\_\_\_\_
- Is there a "BYOB" exposure? Y\_\_\_\_ N\_\_\_\_
- Are spectators ever permitted into the pit or infield area? Y\_\_\_\_ N\_\_\_\_

**FIREWORKS – SPONSOR’S RISK ONLY: N/A\_\_\_\_\_**

- Is an independent licensed pyro technician, with their own equal GL coverage, setting off the fireworks? Y\_\_\_\_ N\_\_\_\_
- Are spectators at least one hundred fifty (150) feet from where the fireworks are being set off? Y\_\_\_\_ N\_\_\_\_
- Describe crowd controls used to maintain safe distance. Y\_\_\_\_ N\_\_\_\_
- Are volunteers used to perform any duties at the exhibition? Y\_\_\_\_ N\_\_\_\_
  - If yes, describe duties performed: \_\_\_\_\_

**HAUNTED ATTRACTIONS: N/A\_\_\_\_\_**

- What days is the haunted house open for business?: \_\_\_\_\_
- What are the operating hours?: \_\_\_\_\_
- Are volunteers used? Y\_\_\_\_ N\_\_\_\_
- How many stories is the building?: \_\_\_\_\_
- Does the attraction take place in basements, boats or barges, or abandoned buildings? Y\_\_\_\_ N\_\_\_\_
- Are exits well lit? Y\_\_\_\_ N\_\_\_\_
- Are actors allowed to touch or chase patrons? Y\_\_\_\_ N\_\_\_\_
- Are patrons allowed to touch or interact with displays/skits? Y\_\_\_\_ N\_\_\_\_
- Check any of the following that apply:
 

<input type="checkbox"/> Empty hangman nooses	<input type="checkbox"/> Chutes
<input type="checkbox"/> Knives, swords, other similar weapons	<input type="checkbox"/> Trap Doors
<input type="checkbox"/> Chainsaws	<input type="checkbox"/> Slides
<input type="checkbox"/> Open Flames / Candles	<input type="checkbox"/> Moving Floors
<input type="checkbox"/> Electric Shocks	<input type="checkbox"/> Blackouts

**HAY RIDES: N/A\_\_\_\_\_**

- Are rides on public roads? Y\_\_\_\_ N\_\_\_\_
- Does the wagon have sides or rails to prevent riders from falling? Y\_\_\_\_ N\_\_\_\_
- Are any ride operators under the age of 18? Y\_\_\_\_ N\_\_\_\_
- What time is the last ride?: \_\_\_\_\_

**PARADE: N/A** \_\_\_\_\_

- What is the size, theme and content of the insured's parade?: \_\_\_\_\_
- Number of floats?: \_\_\_\_\_
- What are the type and construction of the floats?: \_\_\_\_\_
- Describe any special entertainment.: \_\_\_\_\_
- Are roads closed to traffic? Y\_\_\_\_\_ N\_\_\_\_\_
- Are the parade participants permitted to throw any candy, souvenirs, or other items into the crowd? Y\_\_\_\_\_ N\_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**AGENT NAME:** \_\_\_\_\_

**AGENT PHONE:** \_\_\_\_\_ **AGENT EMAIL:** \_\_\_\_\_

**TE 07/03/18**