

Special Event Application

Complete section(s) applicable to the type of event being held. Application must be signed and dated by the applicant.

Applicant's Name _____ Agent _____

Applicant Mailing Address _____ Applicant's Phone Number _____

Web Address _____

Inspection Contact _____

Proposed Policy Period _____ to _____ Phone Number for Inspection Contact _____

Applicant is Individual Partnership Corporation Joint Venture Other _____

Event Location #1 _____

Event Location #2 _____

Event Location #3 _____

UNDERWRITING INFORMATION

1. Event Dates _____

Description of Event (**Attach** copy of flyer or brochure) _____

2. Estimated attendance per day _____ Total for all days event is held _____

Gross Sales \$ _____

3. Food or beverages sold or served by applicant? Yes No

If yes, provide details. _____

4. Alcoholic beverages on premises? Yes No

If yes, are they served by applicant or other? Is liquor liability coverage in place? Yes No

5. Seating arrangements – Describe (i.e., permanent, portable, bleachers, chairs, etc.) _____

If portable, who does the erection? _____

6. Setup – Describe all exposures (i.e., booths, stages, electrical, special effects, etc.) _____

Who is responsible for the setup? _____

7. Security – Describe (i.e., guards - unarmed vs. armed, dogs, off-duty police, etc.) _____

If guards are used, do they have their own insurance? Yes No

8. Parking facilities Yes No

Operated by: Applicant Others If others, do they have their own insurance? Yes No

Is parking area Paved Dirt Other (describe) _____

9. Medical emergencies – describe how an emergency will be handled: _____

UNDERWRITING INFORMATION (Continued)

- 10. Are certificates of insurance required from all subcontracted operations? Yes No
- 11. Does the applicant use any mobile equipment? Yes No
If yes, describe and give details of how it is used. _____

ANIMAL EXPOSURE

- 1. Are there animal rides? Yes No If yes, are animals hand lead? Yes No
List the types of animals _____
Describe area where rides are given (arena, roped off area, etc.) _____
Is safety apparatus used? Yes No
- 2. Is there a petting zoo? Yes No If yes, describe. _____
List the types of animals _____
How is it set up (fenced area, etc.)? _____
Is the area supervised? Yes No

AMUSEMENT DEVICES – KIDDIE TYPE

- 1. Provide a complete list of equipment. _____
- 2. Is applicant properly licensed to operate equipment? Yes No
- 3. Are the rides supervised at all times? Yes No
- 4. Does the vendor or subcontractor operate Kiddie rides? _____

AMUSEMENT DEVICES – OTHER THAN KIDDIE TYPE

Operator must have insurance and provide a certificate of insurance with limits and coverage at least equal to those requested on this application.

DEMOLITION DERBY, MUD BOGS AND TRACTOR PULLS

Provide description of facility (**Attach** diagram on separate sheet) including type of protection used to protect the spectators from flying debris, placement of barriers to keep vehicles a safe distance from spectators, etc. _____

DOG RACES, HORSE RACES, RODEOS AND HORSE SHOWS

- 1. Provide description of facility (**Attach** diagram on separate sheet) _____
- 2. Are spectators allowed in any area where animals are kept when not performing? Yes No
- 3. Do livestock contractors have their own insurance? Yes No
- 4. Is seating at least ten (10) feet from the arena? Yes No

FAIRS AND CARNIVALS

Provide complete description of event (**Attach** diagram on separate sheet indicating location of each exhibit, booth, ride, event, etc.) _____

FIREWORKS EXHIBITION – SPONSOR’S RISK ONLY

1. Pyrotechnicians must be licensed, have insurance and provide certificates of insurance with limits and coverage at least equal to those requested on this application. Yes No
2. Are volunteers used to perform any duties at the exhibition? Yes No
3. Spectators must be at least one hundred fifty (150) feet from where fireworks are being set off. Describe crowd controls used to maintain this distance. _____

4. Describe the duties performed by volunteers. _____

MUSICAL CONCERTS

1. Name of performer(s) and type of music _____
2. Do they have their own insurance? Yes No
3. Describe seating, i.e., bleachers, grass, folding chairs, etc. _____
4. Is seating assigned? Yes No
5. Type of venue. indoor outdoor
If outdoors, if facility designed to accommodate this type of event? Yes No

PARADES – SPECTATOR LIABILITY ONLY

1. Provide complete description of parade including crowd control (**Attach** diagram of route and spectator areas on separate sheet.) _____

2. Provide number and type of floats. _____
3. Are there any animals in the parade? Yes No
If yes, describe. _____
4. Are participants required to have their own insurance? Yes No

LIMITS – GENERAL LIABILITY (PER OCCURRENCE)

GENERAL AGGREGATE (OTHER THAN PRODUCTS/COMPLETED OPERATIONS) \$ _____

PRODUCTS & COMPLETED OPERATIONS AGGREGATE \$ _____

PERSONAL & ADVERTISING INJURY (ANY ONE PERSON OR ORGANIZATION) \$ _____

EACH OCCURRENCE \$ _____

DAMAGE TO PREMISES RENTED TO YOU (ANY ONE PREMISES) \$ _____

MEDICAL EXPENSE (ANY ONE PERSON) \$ _____

CERTIFICATE RECIPIENTS / ADDITIONAL INTERESTS

NAME AND ADDRESS	RELATIONSHIP TO APPLICANT	ADDITIONAL INSURED	CERTIFICATE
_____ _____		<input type="checkbox"/>	<input type="checkbox"/>
_____ _____		<input type="checkbox"/>	<input type="checkbox"/>
_____ _____		<input type="checkbox"/>	<input type="checkbox"/>

