

Agent Name \_\_\_\_\_  
 and Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

## Special Event Application

### General Information

 Dates of event (including set-up and take down): \_\_\_\_\_  
 Applicant Name (Legal) \_\_\_\_\_ Applicant Name (DBA) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Location of Event \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email Address \_\_\_\_\_ Web Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Inspection Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Entity Type:  Sole Proprietorship  Partnership  Corporation  Other, Describe: \_\_\_\_\_  
 Number of years experience \_\_\_\_\_  
 Number of years the business has been in this location \_\_\_\_\_  
 Number of years the applicant has owned this business \_\_\_\_\_  Check if New Venture

 Have you owned another business under a different name or entity?  Yes  No  
 If yes, please explain: \_\_\_\_\_

 Do you own any other businesses or have any other locations?  Yes  No  
 If yes, please explain: \_\_\_\_\_

 Has any policy or coverage declined, cancelled or non-renewed during the prior 3 years?  Yes  No (n/a in MO)  
 If yes, please explain: \_\_\_\_\_

**Previous Insurer Information** Please complete the following table with the previous insurer information. If none, indicate "none".

Policy Period	Insurer	Limits	Premium

**LOSS INFORMATION**  Check here if None

For this business or any previously owned business or entity, enter all claims or losses (regardless of fault, and whether or not insured) or occurrences that may give rise to claims for prior 5 years. Attach additional sheet if more space is needed.

Date of Loss	Date of Claim	Line	Description	Paid	Reserved	Status
						<input type="radio"/> Open <input type="radio"/> Closed
						<input type="radio"/> Open <input type="radio"/> Closed

Total attendance: \_\_\_\_\_

Estimated age group: From \_\_\_\_\_ To \_\_\_\_\_

Maximum occupancy allowed: \_\_\_\_\_

No. of participants: \_\_\_\_\_

Total receipts: \$ \_\_\_\_\_

Will the event be held:  Indoors  Outdoors Is parking available?  Yes  No

The facility is:  Owned  Leased Parking operated by:  Applicant  Others

Will you transport attendees?  Yes  No

Will there be any camping?  Yes  No

Any lakes, rivers or streams nearby that will be used by the attendees?  Yes  No

Will any golf carts be used?  Yes  No

Any playgrounds in use at the event?  Yes  No

If yes to any of the above, please explain: \_\_\_\_\_

### Special Events: Hazard 1

- |                                                   |                                                                                       |                                               |                                                                               |
|---------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Animal Shows - Cat / Dog | <input type="checkbox"/> Choir performances                                           | <input type="checkbox"/> Fund raising dinners | <input type="checkbox"/> Refreshments stands / fairs                          |
| <input type="checkbox"/> Art shows                | <input type="checkbox"/> Church dinners                                               | <input type="checkbox"/> Garage sales         | <input type="checkbox"/> Rummage sales                                        |
| <input type="checkbox"/> Auctions                 | <input type="checkbox"/> Corn roasts                                                  | <input type="checkbox"/> Garden parties       | <input type="checkbox"/> Scout jamborees                                      |
| <input type="checkbox"/> Bake sales               | <input type="checkbox"/> Craft fair / show                                            | <input type="checkbox"/> Garden tours         | <input type="checkbox"/> Senior citizen functions                             |
| <input type="checkbox"/> Banquets                 | <input type="checkbox"/> Dance recitals                                               | <input type="checkbox"/> Historical home tour | <input type="checkbox"/> Square dance contests                                |
| <input type="checkbox"/> Bazaars                  | <input type="checkbox"/> Educational seminar                                          | <input type="checkbox"/> Hobby shows          | <input type="checkbox"/> Student car washes                                   |
| <input type="checkbox"/> Beauty pageants          | <input type="checkbox"/> Exhibitions - indoor/outdoor<br>(attendance of 1000 or less) | <input type="checkbox"/> Music recitals       | <input type="checkbox"/> Talent shows                                         |
| <input type="checkbox"/> Bingo nights             | <input type="checkbox"/> Fashion shows                                                | <input type="checkbox"/> Pancake breakfasts   | <input type="checkbox"/> Attendance less than<br>2500 and/or more than 5 days |
| <input type="checkbox"/> Booths at fairs          | <input type="checkbox"/> Flower shows                                                 | <input type="checkbox"/> Picnics              |                                                                               |
| <input type="checkbox"/> Charity balls            |                                                                                       | <input type="checkbox"/> Public lectures      |                                                                               |

### Special Events: Hazard 2

- |                                              |                                                  |                                             |                                                                                     |
|----------------------------------------------|--------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Antique auto shows  | <input type="checkbox"/> Horse shows             | <input type="checkbox"/> Sporting events    | <input type="checkbox"/> Walk-a-thons                                               |
| <input type="checkbox"/> Bike-a-thons        | <input type="checkbox"/> Meetings or conventions | <input type="checkbox"/> Tennis tournaments | <input type="checkbox"/> Wedding receptions                                         |
| <input type="checkbox"/> Boat shows - indoor | <input type="checkbox"/> Races (bike, run, walk) | <input type="checkbox"/> Theatre shows      | <input type="checkbox"/> Attendance between 2500 to<br>5000 and/or more than 5 days |
| <input type="checkbox"/> Golf tournaments    | <input type="checkbox"/> Social gatherings       | <input type="checkbox"/> Trade shows        |                                                                                     |

### Special Events: Hazard 3

- |                                                                       |                                            |                                                |                                                                                  |
|-----------------------------------------------------------------------|--------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Amusement devices                            | <input type="checkbox"/> Auto races        | <input type="checkbox"/> Demolition derbies    | <input type="checkbox"/> Liquor liability - incl. host                           |
| <input type="checkbox"/> Animal rides                                 | <input type="checkbox"/> Circus / carnival | <input type="checkbox"/> Fairs                 | <input type="checkbox"/> Rodeos / parades                                        |
| <input type="checkbox"/> Any risk with sale of<br>alcoholic beverages | <input type="checkbox"/> Concerts          | <input type="checkbox"/> Fireworks exhibitions | <input type="checkbox"/> Attendance greater than<br>5000 and/or more than 5 days |
| <input type="checkbox"/> Other, Describe: _____                       | <input type="checkbox"/> Dog / Horse races | Sponsor risk only                              |                                                                                  |

## Coverages and Limits

General Aggregate \_\_\_\_\_  
Products & Completed Ops. Aggregate \_\_\_\_\_  
Personal & Advertising Injury \_\_\_\_\_  
Each Occurrence \_\_\_\_\_  
Fire Damage (any one fire) \_\_\_\_\_  
Medical Expense (any one person) \_\_\_\_\_  
Deductible \_\_\_\_\_  
**Liquor Liability** \_\_\_\_\_

Liquor License No: \_\_\_\_\_

Additional insured name and address: \_\_\_\_\_

Their interest: \_\_\_\_\_

## Certificates of Insurance

If the applicant is a sponsor, does the operator have liability insurance?  Yes  No  N/A

If yes, carrier name: \_\_\_\_\_

Limits of Liability: \_\_\_\_\_

Are certificates of insurance obtained?  Yes  No

Do participants and spectators sign a Waiver of Liability agreement?  Yes  No

## Liquor Exposure

Are alcoholic beverages sold?  Yes  No

If yes, does the applicant have a Liquor Liability policy in force?  Yes  No

Are alcoholic beverages sold by a third party?  Yes  No

If yes, is their Liquor Liability coverage in force?  Yes  No

Are certificates of insurance obtained?  Yes  No

What type of alcohol will be served?  Beer  Wine  Mixed drinks

Who will serve it?  Applicant  Other server

## Traffic Control

Is the applicant responsible for crowd and traffic control?  Yes  No

If no, who is responsible: \_\_\_\_\_

Are parking areas organized and clearly lit with parking and exit signs posted?  Yes  No

Is a parade route able to handle the size and height of floats?  Yes  No

Are cross streets and alleys barricaded?  Yes  No

## Security

Does the applicant employ security?  Yes  No

Is security armed?  Yes  No

Type of security:  Employed security  Independent security  Off-duty police officers  Chaperones

Is there a written emergency plan in the event of an accident?  Yes  No

Are certificates of insurance obtained from independent security companies?  Yes  No

Is the security provider in agreement with the applicant for hold harmless risk?  Yes  No

## First Aid

Are First Aid facilities available at events?  Yes  No

If yes, please provide a brief description and who will be in charge for total operation: \_\_\_\_\_

## Entertainment Exposure Check if N/A

Will the applicant provide alcoholic beverages?  Yes  No

If yes, does the applicant have Liquor Liability coverage in force?  Yes  No

If a concert, what type of music?

- Alternative  Blue Grass  Classical  Country / Western  
 Gospel  Gothic  Hip-Hop  Jazz  
 R&B  Rap  Other, Describe: \_\_\_\_\_

## Amusement Rides Exposure Check if N/A

Do rides have a clearly marked age, height and size limitation?  Yes  No

Are rides set up and taken down by trained and experienced personnel?  Yes  No

Do employees of the insured supervise rides / devices?  Yes  No

Do the ride operators have insurance coverage in force?  Yes  No

Will ride operators hold applicant harmless?  Yes  No

When not in use are rides secured and inaccessible?  Yes  No

Are the rides maintained and inspected?  Yes  No

Are logs and records kept for maintenance and inspection?  Yes  No

Any mechanical rides, dunk tanks, inflatable attractions, water slides, trampolines or animal rides?  Yes  No

How often are rides maintained and inspected (describe): \_\_\_\_\_

List all rides that will be present: \_\_\_\_\_

## Fireworks Exposure Check if N/A

Distance between fireworks staging area and spectators: \_\_\_\_\_

Are spectators allowed in the staging area?  Yes  No

Is the pyrotechnist licensed?  Yes  No

Does the pyrotechnist have insurance coverage in force?  Yes  No

Will the fire department be present?  Yes  No

Any volunteers used for any duties?  Yes  No

## Rodeo Exposure: Check if N/A

Are signs posted to prohibit spectators from entering unauthorized areas?  Yes  No

Is the rodeo conducted in an area with protective barriers?  Yes  No

If yes, please describe what type: \_\_\_\_\_

Is the distance between the barrier and spectators at least 3 feet?  Yes  No

Any pro-circuit participants?  Yes  No

**Petting Zoo**  Check if N/A

List all animals: \_\_\_\_\_

- If pony rides, are they hand led or tethered?  Yes  No
- Do you allow guests to feed the animals?  Yes  No
- Are all animals in cages or pens?  Yes  No
- Do you provide hand washing stations?  Yes  No

**Parades**  Check if N/A

Describe the crowd control measures in place: \_\_\_\_\_

Total number of floats: \_\_\_\_\_

- Are there any animals in the parade?  Yes  No
- If yes, describe: \_\_\_\_\_

- Are participants required to carry their own insurance?  Yes  No
- Are Certificates of Insurance provided?  Yes  No
- Is the applicant named as additional insured?  Yes  No

**Bleachers / Platforms / Stadiums**  Check if N/A

Are bleachers or platforms used?  Yes  No

- If yes, what type:  Portable  Permanent
- Construction type:  Wood  Metal  Concrete

Age of bleachers or platforms: \_\_\_\_\_ Height of bleachers or platforms (feet): \_\_\_\_\_

- Are back and side railings provided?  Yes  No
- Are spectators warned and protected from potential flying objects?  Yes  No
- Are there any physical hazards in the surrounding areas that are dangerous to the spectators?  Yes  No
- Are spectators allowed to participate in the event?  Yes  No
- Is there a public address system, clearly audible, in the stadium?  Yes  No
- Is there a backup electrical supply in case of an emergency?  Yes  No

**Pumpkin Patch / Corn Maze / Christmas Tree Lot**  Check if N/A

- Are customers allowed to cut their own trees?  Yes  No
- If yes, are saws, etc provided for this?  Yes  No
- Is the lot secured each night and fenced or guarded?  Yes  No
- Are the parking lot and walkways properly maintained (snow removal, sanding and slating, etc)  Yes  No
- Are spike or metal stands used for trees?  Yes  No
- Have the stalks been completely cut with no stub protruding through the ground for corn mazes?  Yes  No

How are trees stored: \_\_\_\_\_

How are dead trees disposed: \_\_\_\_\_

- Are there any attractions not covered in previous questions?  Yes  No
- If yes, please explain: \_\_\_\_\_

**Haunted House**

Check if N/A

Describe operation (house, indoors, outdoors, hay ride, etc): \_\_\_\_\_

Is there any contact allowed between patrons & haunted house employees?  Yes  No

Will there be fire?  Yes  No

Will there be moving stairs?  Yes  No

Will there be sinking or movable floors?  Yes  No

Will there be slides?  Yes  No

Will there be hangman's noose?  Yes  No

Will there be mirrors or mirrored walls?  Yes  No

Will there be mechanical devices?  Yes  No

Will there be physical contact with live animals?  Yes  No

Will there be hayrides on public roads?  Yes  No

If yes to any of the above, please explain: \_\_\_\_\_

Is smoking prohibited?  Yes  No

Are railings in place on the trailers for hayrides?  Yes  No

Is the building greater than 1 story?  Yes  No

What is the age of the structure? \_\_\_\_\_

Are exits well lit?  Yes  No

Total no. of emergency exits: \_\_\_\_\_

What is the youngest age that children can be admitted without an adult: \_\_\_\_\_

What is the ratio of attendants to guests? \_\_\_\_\_

How many guests can be admitted at one time? \_\_\_\_\_

**FRAUD NOTICE**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**STATE SPECIFIC PROVISION**

**Ohio** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**Pennsylvania** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**West Virginia** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**I DECLARE THAT THE STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE COMPLETE AND TRUE**

**The applicant, agent and/or broker represents that the above statements and facts are true and that no material facts have been suppressed or misstated.**

Applicant \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Producer \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_