**EVENT AND PARTY PLANNERS SUPPLEMENTAL APPLICATION**

(Complete in addition to ACORD Application)

|  |  |
| --- | --- |
| Applicant’s Name:             Location Address:              | Agency Name:       Agent No.:       Phone No.:        |

**PROPOSED EFFECTIVE DATE: From**       **To**       **12:01 A.M., Standard Time at the address of the Applicant**

ANSWER ALL QUESTIONS—IF THEY DO NOT APPLY, INDICATE “NOT APPLICABLE” (N/A)

**1. Errors and Omissions (E&O) Coverage (available up to the General Liability limits):**

Each Claim: $

Aggregate: $

**2.** **Does applicant own or lease (long term) a hall/banquet facility?** [ ]  Yes [ ]  No

If yes, what is the square footage?

**3. Types of Events (Show percentage of annual receipts by type of event):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Percentage** | **Event** | **Percentage** |
| Auto Shows |     | Open Houses |     |
| Animal Shows—Cat, Dog, Horse, etc. |     | Political Gatherings, Conventions, Rallies\* |     |
| Athletic Events/Exhibitions/Contests\* |     | Proms |     |
| Antiques and Collectibles Shows Includes Books, Coins, Comic Books, Stamps and Trading Cards |     | Meetings/Seminars—Type:(Under 150 People in attendance) |  |
| Corporate/Business |     |
| Auctions\* |     | Private |     |
| Baby or Wedding Showers |     | Public |     |
| Bar/Bat Mitzvahs, Baptisms, Quincenera |     | Recitals |     |
| Barbecues |     | Parties—Type: |  |
| Beauty Pageants |     | Anniversary |     |
| Boat Shows |     | Birthday |     |
| Charity Events—Banquets, Socials, Dances |     | Dinner |     |
| Cocktail Receptions |     | Holiday |     |
| Church Gatherings |     | Office |     |
| Computer and/or Electronic Fairs/Shows |     | Sporting Event—TV (i.e., Super Bowl) |     |
| Conventions/Trade Shows\*—Type:(150 or more people in attendance) |  |
| Theme |     |
| Corporate |     | Other (Describe):       |     |
| Trade |     |
| Industry |     |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Percentage** | **Event** | **Percentage** |
| Exhibitions—Inside\* |     | Picnics—Type: |  |
| Exhibitions—Outside\* |     | Corporate—Employee Only |     |
| Fashion Shows |     | Corporate—Other |     |
| Festivals\* |     | Private |     |
| Gun Shows |     | Reunions |     |
| Health, Science Fairs |     | Rodeos/Bull Fights\* |     |
| Home and/or Garden Shows |     | RV Shows |     |
|  |  | Speaking Engagements |     |
|  |  | Talent Shows/Contests |     |
|  |  | Theatrical/Movie Premiers |     |
|  |  | Weddings and Wedding Receptions |     |

\* Provide separate detailed narrative description of events

**Musical Events\*:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Music Type\*** | **Percentage** | **Event Music Type\*** | **Percentage** |
| Alternative |     | Heavy Metal |     |
| Bluegrass |     | Hip Hop |     |
| Classical and/or Chamber Music |     | Jazz |     |
| Country/Western |     | Rap |     |
| Gospel and Religious |     | R&B |     |
| Gothic |     | Other—Describe Type:       |     |
| Hard Rock |     |

\* Provide separate detailed narrative description of events

**3. Number of event dates planned for current year:**

**Number of event dates held last year:**

**Average attendance per event date:**

**Maximum daily attendance per event:**

**Average length of event (number of days):**

**4. Total Annual Receipts/Sales:** $

**Total Annual Cost of Subcontractors:** $

**Total Annual Payroll:** $

**Total Number of Employees:**

**5. Does applicant sponsor or promote any events?** [ ]  Yes [ ]  No

|  |
| --- |
| If yes, provide details:       |

**6. Is applicant involved in any other operations or business?** [ ]  Yes [ ]  No

|  |
| --- |
| If yes, describe:       |

**7.** **Services Provided:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Services** | **Performed by Applicant and Employees** | **Provided bySubcontractors Hired by Applicant** | **This Service Not Provided** |
| Automotive Tours—Bus/Jeep/Other | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Booking Agent | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Catering—Type: |  |  |  |
| Food and Non-Alcoholic Drink Only | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Food and Liquor | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Liquor Only—Bartender Service | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Consulting Only—No other services provided | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Construction—Setup and/or Take Down | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Babysitting | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Fireworks | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Horseback Riding | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Hot Air Balloon Rides | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Maintenance/Janitorial Responsibilities | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Rope Courses | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Security Operations—Type: |  |  |  |
| Bodyguard/Personal Security | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Bouncers/Crowd Control | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Doormen | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Parking/Traffic Control | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Watchmen/Guard Service | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Shuttle/Taxi/Limousine Service | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Team Building Exercises—Indoor or Outside | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |
| Vehicle Valet Service | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A | [ ]  Yes [ ]  No [ ]  N/A |

**8.** **If work is subcontracted:**

Are certificates of insurance required from all subcontractors and vendors? [ ]  Yes [ ]  No

Is applicant added as additional insured on subcontractors’ policy? [ ]  Yes [ ]  No

Are Limits of Liability on subcontractors’ policy equal to or greater than Applicant’s? [ ]  Yes [ ]  No

Does applicant ever use uninsured contractors or subcontractors to provide products or services for any event? [ ]  Yes [ ]  No

**9. Hold-Harmless Agreements:**

Does applicant use a standard client contract, which outlines the specific responsibilities of the
applicant? [ ]  Yes [ ]  No

Do others hold applicant harmless? [ ]  Yes [ ]  No

Does applicant agree to hold any third party harmless? [ ]  Yes [ ]  No

Does applicant assume, by contract or verbally, responsibility for any injury or damage that may occur during an event? [ ]  Yes [ ]  No

**10. Equipment—Does applicant rent, furnish or install any of the following equipment?**

[ ]  Amusement Devices [ ]  Barricades [ ]  Bleachers [ ]  Dance Floors

[ ]  Folding Chairs/Tables [ ]  Portable Restrooms [ ]  Sound Equipment [ ]  Space Heaters

[ ]  Stages/Staging [ ]  Tents

**11. Does applicant have Workers’ Compensation coverage in force?** [ ]  Yes [ ]  No

Does applicant lease employees? [ ]  Yes [ ]  No

**12. Does applicant have Professional Liability coverage in force?** [ ]  Yes [ ]  No

**13. Does applicant have Liquor Liability coverage?** **[ ]**  Yes **[ ]**  No

**14.** **Does applicant have a website?** [ ]  Yes [ ]  No

If yes, provide website address:

**15.** **Does risk engage in the generation of power, other than emergency back-up power, for their own use or sale to power companies?** [ ]  Yes [ ]  No

|  |
| --- |
| If yes, describe:       |

**16. Does applicant have any other business ventures for which coverage is not requested?** [ ]  Yes [ ]  No

|  |
| --- |
| If yes, explain and advise where insured:       |

**17. Attach:**

**a.** Any descriptive advertising literature;

**b.** Copy of applicant’s standard contract with clients;

**c.** Copies of all agreements in which the applicant has assumed liability; and

**d.** Separate detailed narrative descriptions as required.

Contact Person:       Phone No:

This application does not bind the applicant nor the Company to complete the insurance, but it is agreed that the information contained herein shall be the basis of the contract should a policy be issued.

**FRAUD WARNING:** 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. (Not applicable in AL, CO, DC, FL, KS, LA, ME, MD, MN, NE, NY, OH, OK, OR, RI, TN, VA, VT or WA.)

**FRAUD WARNING (APPLICABLE IN VERMONT, NEBRASKA AND OREGON):** Any person who intentionally presents a materially false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.

**FRAUD WARNING (APPLICABLE IN TENNESSEE, VIRGINIA AND WASHINGTON):** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

**APPLICANT’S STATEMENT:**

I have read the above application and I declare that to the best of my knowledge and belief all of the foregoing statements are true, and that these statements are offered as an inducement to us to issue the policy for which I am applying. (Kansas: This does not constitute a warranty.)

APPLICANT’S SIGNATURE: DATE:

CO-APPLICANT’S SIGNATURE: DATE:

PRODUCER’S SIGNATURE: DATE:

AGENT NAME:       AGENT LICENSE NUMBER:

*(*Applicable to Florida Agents Only)

IOWA LICENSED AGENT:

(Applicable in Iowa Only)

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| --- | --- | --- |
|  | **IMPORTANT NOTICE** |  |
|  |  |
| As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided. |