**EVENT AND PARTY PLANNERS SUPPLEMENTAL APPLICATION**

(Complete in addition to ACORD Application)

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| 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

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Services** | **Performed by  Applicant and  Employees** | **Provided by Subcontractors  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

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

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

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| --- |
| 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. | | |