

EVENT PROMOTERS OR FACILITATORS SUPPLEMENTAL APPLICATION

Name of Applicant: _____

Location of Premises: _____

In order to determine acceptability of a particular risk, or identify exposures or conditions, which would require special consideration, please provide a complete narrative description to the following questions. You are encouraged to use the narrative section of this application to provide the information requested below.

1. Does the applicant provide serviced for clients who desire planning or coordination of events only? YES NO
2. Is the client required to provide comprehensive insurance for his or her own event?.. YES NO
3. Does the applicant ever assume responsibility for securing liability coverage for the events on behalf of the client? YES NO
4. Does the applicant provide booking of off premises organized events of activities?.... YES NO
5. Are there promotional activities that permit the public to participate in prior to, or during the event? YES NO
6. Are any events sponsored by the applicant? YES NO
7. Are there promotional activities that permit the public to participate in prior to, or during the event? (Other than registrants or participants) YES NO

Note: Complete information is required for each event to be insured, including but not limited to, type of event, estimated attendance, location of event, and food or beverage sales by applicant or to others, etc

8. Does the applicant provide on site supervision of the event to ensure all components are in place and proper execution if the venue is maintained?..... YES NO
9. Does the applicant specialize in high profile events, e.g., Democratic Convention, Corporate/Trade/Industry conventions or shows, concerts, etc.? Provide a list of the last 10 jobs including a brief description of the event. YES NO
10. Does the applicant act as a promoter or booking agent for nationally recognized entertainers or performers? Attach a detailed list of names or types of groups or entertainers they handle or have handled in the past. YES NO
11. Does the applicant have any employees or have exclusive representation for any performer who would be involved with any services provided for the event?..... YES NO

Attach a list that breaks down the duties by exposure for all services provided by sub or applicant, e.g., security, concession sales, baby-sitting services and supervisory personnel.

Attach a list that breaks down the actual payroll for each service.

12. Is there a standard Client contract which the applicant requires to be signed which outlines the specific responsibilities if the applicant?..... YES NO

13. Provide a breakdown of receipts for the following exposures (where applicable). YES NO

Total Gross Sales:	\$
Cost of Contractors:	\$
Equipment Rental:	\$
Equipment Sales:	\$
Food/Beverage Sales:	\$
Other:	\$

14. Does the applicant maintain a signed contract with all clients? YES NO

15. Does it include insurance requirements, waivers or hold harmless agreements and agreed venue? YES NO

16. Does the applicant assume responsibility for any injury or damage that may occur during an event? YES NO

17. Does the applicant require certificates of insurance from all vendors, contractors or subcontractors they hire? YES NO

18. Is the contract in place with all subcontractors used by the applicant? YES NO

19. Are certificates maintained in a permanent file and become part of the event information? YES NO

20. Does the applicants contract specify that they are to be named as an additional insured on the contractors policy? YES NO

21. Are limits at least equal to the limits which have been requested on the application? . YES NO

22. Does the applicant ever hire uninsured contractors or subcontractors to provide services or products for any event? YES NO

Note: Complete information is required to evaluate any uninsured services.

A copy of each contract must be included with the application.

23. Does the applicant supply any equipment for use by the clients at special events, e.g., tables, chairs, staging/sound equipment or amusement devices? YES NO

A complete list and descriptions of all items must be provided to determine additional exposures or acceptability.

24. Does the applicant advertise the event to the public or other groups designated by the client? YES NO

25. Are services performed by the applicant or subcontractor to others for the sale of tickets or distribution of information? YES NO

26. Does the applicant maintain a ticket sales office or lease space from others for the sale of tickets or distribution of information? YES NO

Include a detailed list of the premises, including the location, square foot area, operations, public access, etc...

27. Attach a copy of any brochure, promotional or advertising material used by the applicant.

NARRATIVE: _____
