



**EVENT/PARTY PLANNERS & COORDINATORS SUPPLEMENTAL APPLICATION**

(Complete in addition to ACORD Application)

1. Name of Applicant: \_\_\_\_\_

2. Location of Premises: \_\_\_\_\_

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 & Collectibles Shows Includes Books, Coins, Comic Books, Stamps & Trading Cards		Meetings/Seminars—Type: (Under 150 People in attendance)  Corporate/Business  Private  Public		
Auctions*		Recitals		
Baby or Wedding Showers		Parties—Type:  Anniversary  Birthday  Dinner  Holiday  Office  Sporting Event—TV (i.e., Super Bowl)  Theme		
Bar/Bat Mitzvahs, Baptisms, Quincenera				
Barbecues				
Beauty Pageants				
Boat Shows				
Charity Events—Banquets, Socials, Dances				
Cocktail Receptions				
Church Gatherings				
Computer and/or Electronic Fairs/Shows			Other (Describe)	
Conventions/Trade Shows*—Type: (150 or more people in attendance)  Corporate  Trade  Industry			Picnics—Type:  Corporate— Employee Only  Corporate—Other  Private	

**Events (continued)**

Event	Percentage	Event	Percentage
Exhibitions—Inside*		Reunions	
Exhibitions—Outside*		Rodeos/Bull Fights*	
Fashion Shows		RV Shows	
Festivals*		Speaking Engagements	
Gun Shows		Talent Shows/Contests	
Health, Science Fairs		Theatrical/Movie Premiers	
Home and/or Garden Shows		Weddings & 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 & Religious		R & B	
Gothic		Other—Describe Type:	
Hard Rock			

\* Provide separate detailed narrative description of Events

4. 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): \_\_\_\_\_
5. Total Annual Receipts/Sales: \$ \_\_\_\_\_  
 Total Annual Cost of Subcontractors: \$ \_\_\_\_\_  
 Total Annual Payroll: \$ \_\_\_\_\_  
 Total Number of Employees: \_\_\_\_\_
6. Does the Applicant sponsor or promote any Events?.....  Yes  No  
 If yes, provide details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Is Applicant involved in any other operations or business? .....  Yes  No  
 If yes, describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. **Services Provided (Indicate: Yes, No or N/A)**

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

9. 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

10. Hold-Harmless Agreements:

- Does the 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

11. Equipment—Does the Applicant rent, furnish or install any of the following equipment?  
 Amusement Devices       Barricades       Bleachers       Dance Floors  
 Folding Chairs/Tables       Sound Equipment       Stages/Staging       Tents  
 Portable Restrooms       Space Heaters
12. Does Applicant have Workers' Compensation coverage in force? .....  Yes  No  
Does Applicant lease employees?.....  Yes  No
13. Does Applicant have Professional Liability coverage in force? .....  Yes  No
14. Does Applicant have Liquor Liability coverage? .....  Yes  No
15. Does the Applicant have a Web site? .....  Yes  No  
If yes, provide Web site address: \_\_\_\_\_
16. 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 Number: \_\_\_\_\_

**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.

**FRAUD WARNING (APPLICABLE IN TENNESSEE 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.

**FRAUD WARNING APPLICABLE IN THE STATE OF NEW YORK:**

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 shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

APPLICANT'S NAME AND TITLE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Must be signed by an owner, partner or executive officer)

PRODUCER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_