



EVENT/PARTY PLANNERS SUPPLEMENTAL APPLICATION
(Include Acord application)

Applicant's Name: _____ Location Address: _____
 Mailing Address: _____

Types of Events (Show percentage of annual receipts by type of Event):

Event	Percentage	Event	Percentage
Athletic Events/Exhibitions/Contests*		Parties – Type: Anniversary Birthday Dinner Holiday Office Theme Other (Describe)	
Auctions*			
Baby or Wedding Showers			
Bar/Bat Mitzvah, Baptisms, Quinceañera			
Beauty Pageants			
Charity Events – banquets, socials, dances			
Cocktail receptions			
Church gatherings		Picnics – Type: Corporate – Employee only Corporate – Other Private	
Conventions/Trade Shows* - Type Corporate Trade Industry			Reunions
		Rodeos/Bull Fights*	
		Speaking Engagements	
		Shows – Type: Animal Shows – Cat, Dog, Horse, etc. Antiques & Collectibles Auto Boat Computer and/or Electronic fairs/shows Gun Home and/or Garden RV Talent Shows/Contests Theatrical/Movie premiers	
Exhibitions – Inside			
Exhibitions – Outside			
Fashion Shows			
Festivals*			
Health, Science Fairs			
Musical Events* (genre)			
Political gatherings, conventions, rallies*			
Proms			
Meetings/Seminars – Type: Corporate/Business Private Public			
Recitals			Wedding & Wedding Receptions
Other (Describe):			

*Provide detailed narrative description of Events: _____

- Does the applicant own or lease (long term) a hall/banquet facility?..... Yes No
 If yes, what is the square footage? _____
- Number of Events planned for current year: _____
 Number of Events held last year: _____
 Average attendance per Event date: _____
 Maximum daily attendance per Event: _____
 Average length of Event: _____



3. Total Annual Receipts/Sales: \$ _____
 Total Annual cost of Subcontractors: \$ _____
 Total Annual Payroll: \$ _____
 Total number of Employees: \$ _____

4. Does the Applicant sponsor or promote any Events?..... Yes No
 If yes, provide details: _____

5. Is Applicant involved in any other operations or business?..... Yes No
 If yes, describe: _____

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

Additional Services	Performed by Applicant & Employees	Provided by Subcontractors	This Service Not Provided
Automotive Tours – Bus/Jeep/other			
Booking Agent			
Catering – Food & Non-Alcoholic Drink Only			
Catering – Food & Liquor			
Catering – Liquor Only – Bartending Service			
Consulting Only – No other service provided			
Construction – Set up/or Take Down			
Babysitting			
Fireworks			
Horseback Riding			
Hot Air Balloon Rides			
Inflatable Jumping Devices			
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 Outdoor			
Vehicle Valet Service			

6. If work is subcontracted:

Do subcontractors and vendors provide proof of General Liability?..... Yes No
 Is applicant added as additional insured on subcontractors’ policy?..... Yes No
 Are Limits of Liability on subcontractor’s policy equal to or greater than applicant’s?..... Yes No
 Does Applicant ever use uninsured contractors or subcontractors to provide products or services?... Yes No



7. Hold Harmless Agreements:

- Does the Applicant use a standard client contract, which outlines the specific responsibilities of the Applicant? Yes No
- Do others hold the 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

8. 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

- 9. Does the Applicant have Worker’ Compensation coverage in force?..... Yes No
- Does Applicant lease employees? Yes No

- 10. Does Applicant have Professional Liability coverage in force?..... Yes No

- 11. Does Applicant have Liquor Liability coverage?..... Yes No
- Name of Carrier: _____
- Limits: _____

- 12. Does Applicant have a web site?..... Yes No
- If yes, provide web site address: _____

13. Attach:

- (a) Any descriptive advertising literature;
- (b) Copy of Applicant’s standard contract with clients; and
- (c) Copies of all agreements in which the Applicant has assumed liability.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime. This application does not bind any of the parties to complete the insurance transaction.

Applicant’s Signature

Producer’s Signature

Date