



**SPECIAL EVENT SUPPLEMENT**

(Include Acord application)

Applicant's Name: \_\_\_\_\_ Location Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Description of event** (attach any flyers, brochures, etc.):

\_\_\_\_\_

Maximum daily attendance: \_\_\_\_\_ Total attendance: \_\_\_\_\_ Sales: \$ \_\_\_\_\_

Length of event: \_\_\_\_\_ Estimated age group of audience: From \_\_\_\_\_ to \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Do participants sign waiver of liability agreements?  Yes  No

**Applicants experience** in conducting events of this similar nature:

\_\_\_\_\_

Has this event been held before?  Yes  No If yes, how many years? \_\_\_\_\_

**Rides:** Will rides be provided?  Yes  No

If yes, type of rides: \_\_\_\_\_

Do rides have signs clearly marking age, height, and size limitations?  Yes  No

**Entertainment:** Will live entertainment be provided?  Yes  No

If yes, please describe: \_\_\_\_\_

If a concert, type of music:  Classical  Jazz  Rap  Blue Grass  Gospel

Country/Western  R & B  Alternative  Hard Rock  Gothic

Heavy Metal  Hip hop  Other: \_\_\_\_\_

If fireworks are planned, is pyrotechnician licensed and insured?  Yes  No

Does applicant obtain a certificate naming him as an additional insured?  Yes  No

Distance between fireworks staging area and audience? \_\_\_\_\_

Spectators allowed in fireworks staging area?  Yes  No

**Security:** (indicate type and number of each)

Independent security company \_\_\_\_\_  Off-duty police \_\_\_\_\_  Employed security \_\_\_\_\_

Chaperons \_\_\_\_\_

Is there a written emergency plan in the event of an accident?  Yes  No

Does independent security company provide a certificate of insurance?  Yes  No

**Stadiums:** Are bleachers or platforms to be used?  Yes  No

If yes, type:  Portable  Permanent Back and side railings provided?  Yes  No

Construction:  Wood  Steel  Concrete Height in feet: \_\_\_\_\_

Age of bleachers or platform: \_\_\_\_\_

Are patrons protected from and warned against potential flying objects?  Yes  No

Are patrons allowed on the field, track, or pit area?  Yes  No

Is public address system clearly audible in all parts of the facility?  Yes  No

Is there a backup electrical supply for lighting and the public address system?  Yes  No



**Traffic Control:** Who is responsible for crowd and traffic control? \_\_\_\_\_

Are parking areas smooth with clearly marked parking areas and exit roads?  Yes  No

Is parade route able to handle size and height of floats and are cross streets barricaded?  Yes  No

Liquor: Is liquor to be served by applicant?  Yes  No

If yes, please explain: \_\_\_\_\_

Does applicant want:  Host liquor  Liquor Liability (available in selected states only)

Is liquor to be served by others?  Yes  No

If yes, please explain: \_\_\_\_\_

**First Aid:** Will first aid facilities be provided at the event?  Yes  No

If yes, please describe: \_\_\_\_\_

If yes, who will be in charge of the facilities?  Doctors  Nurses

Others: \_\_\_\_\_

If applicant is the sponsor, does the operator have liability insurance?  Yes  No

If yes, name of insurance carrier: \_\_\_\_\_

Policy limits of liability: \$ \_\_\_\_\_

Hold-harmless agreements: Is applicant held harmless by others?  Yes  No

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

If yes, who? \_\_\_\_\_

Do independent contractors and vendors provide proof of General Liability coverage, including products?  Yes  No

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