



**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