

**EVENT / PARTY PLANNERS & COORDINATORS INSURANCE QUESTIONNAIRE**

**SUBMISSION REQUIREMENTS**

* Completed and signed ACORD Applicant Information Section 125, ACORD CGL Section 126, and ACORD applications for other requested coverages (e.g., Auto, Crime, Excess Liability, Inland Marine, Property)
* Five years currently-valued insurance company loss runs with description of any claim or reserve in excess of $25,000
* Standard template contract with sub-contractors/independent contractors (if insured utilizes a standard template)

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| **GENERAL INFORMATION** | | | | |
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| 1. Name of Insured (Applicant): | | | | |
| 2. Location/Address (if different from ACORD): | | | | |
| 3. What is the insured’s FEIN number? | | | | |
| 4. What is the insured’s website address? | | | | |
| 5. Number of years in business? | | | | |
| 6. Does the insured conduct any other operations under this name?  Yes  No  If yes, please explain: | | | | |
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| **UNDERWRITING INFORMATION** | | | | |
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| 1. Types of Events (show % of annual receipts by type of event): | | | | |
| **EVENT** | **PERCENT** | **EVENT** | **PERCENT** | |
| After Show Parties |  | Gun Shows |  | |
| Auto and RV Shows/Events | Static  Non-Static | Meetings/Seminars |  | |
| Animal Shows |  | Motorsports Events |  | |
| Athletic Events/Contests \* |  | Open Houses |  | |
| Baby or Wedding Showers |  | Parades |  | |
| Bar/Bat Mitzvahs,  Baptisms, Quinceañera |  | Parties – Type:  Anniversary  Birthday  Dinner  Holiday  New Year  Office  Sporting Event  Themed  VIP  Other: |  | |
| Boat Shows |  | Political Gatherings, Events or Marches \* |  | |
| Cannabis Related Events |  | Product Promotion and Demos |  | |
| Charity Dinners/Events |  | Recitals |  | |
| Cocktail Receptions |  | Religious Events |  | |
| Concerts |  | Speaking Engagements |  | |
| Conventions/Trade Shows \* |  | Theatre or Movie Showing/Premier Event |  | |
| Corporate Parties |  | Touring Events |  | |
| Fashion Shows |  | Travel/Reward Trips |  | |
| Festivals \* | Art, Community & Cultural  Food, Wine, Beer & Spirits | Weddings and Wedding Receptions |  | |
| **MUSICAL EVENTS** | | | | |
| **Event Music Type \*** | **Percentage** | **Event Music Type \*** | | **Percentage** |
| Alternative |  | Gothic | |  |
| Bluegrass |  | Hard Rock | |  |
| Classical or Chamber |  | Heavy Metal | |  |
| Country Western |  | Hip Hop | |  |
| EDM |  | Jazz | |  |
| Electronica |  | Rap | |  |
| Gospel |  | R&B | |  |

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| 2. Number of event dates planned for current year:  Number of event dates held last year:  Average attendance per event:  Maximum daily attendance per event:  Average length of event (# of days): | | | | |
| 3. Total annual receipts/sales:  Total annual cost of subcontractors:  Total annual payroll:  Total number of employees: | | | | |
| 4. Is applicant involved in other operations or businesses?  Yes  No  If yes, describe: | | | | |
| 5. Services Provided (Indicate Yes, No or N/A) | | | | |
| **Additional Services** | **Performed by Applicant & Employees** | **Provided by Subcontractors who are hired by applicant** | | **This service is not provided** |
| Amusement Ride/Attraction |  |  | |  |
| Bleachers |  |  | |  |
| Booking Agent |  |  | |  |
| Catering – Food |  |  | |  |
| Catering – Liquor Only –  Bartender Service |  |  | |  |
| Consulting Only – No other  services provided |  |  | |  |
| Exhibit/Stage Construction |  |  | |  |
| Exhibit/Stage Design |  |  | |  |
| Shuttles |  |  | |  |
| Stage Lighting & Audio |  |  | |  |
| 6. **If work is subcontracted:**  Are certificates of insurance required from all subcontractors/vendors?  Yes  No  Is applicant added as additional insured on subcontractor’s policy?  Yes  No  Are limits of liability on subcontractor’s policy $1,000,000 per occurrence or more?  Yes  No  Will applicant ever use UN-insured subcontractors to provide products or services for this event?  Yes  No | | | | |
| 7. **Hold Harmless Agreements:**  Do you (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 third parties 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. Does Applicant have Worker’s Compensation coverage in force?  Yes  No  Does Applicant lease employees?  Yes  No | | | | |
| 9. Does Applicant have Professional Liability in force?  Yes  No | | | | |
| 10. Are you responsible for security at the events?  Yes  No | | | | |
| If yes, please complete the Security Section of this questionnaire. | | | | |
| 11. Are medical facilities/ambulances ever provided at event(s)? | | |  | |
| 12. Do you ever have remote parking?  Yes  No | | | | |
| **CONTRACTUAL INFORMATION** | | | | |
| 13. Who has authority to sign contracts on behalf of the proposed named insured and what is the review process? | | | | |
| 14. Is there a system in place for obtaining certificates of insurance where applicable?  Yes  No | | | | |
| If yes, who reviews certificates on behalf of named insured? | | | | |
| What is the minimum limit of general liability coverage requested from each subcontractor? | | | | |
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| **AUTO EXPOSURE** | | | | |
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| 1. Complete the following chart:  Seeking Quote Insured Elsewhere No Exposure  A. Owned or Long-Term Leased Vehicles  B. Hired and/or Non-owned Vehicles  C. Garagekeepers Liability (e.g. Valet Parking)    Note:   * If seeking coverage for A. or C., provide the completed and signed ACORD Auto (including Auto Schedule) and/or Garagekeepers applications. * If you purchase coverage for owned vehicles through another company, we cannot offer non-owned or hired auto coverage. Please add it to your existing Commercial Auto policy. | | | | |
| 2. Do you use hired, borrowed, or short-term leased vehicles for business and are seeking  a quote?  Yes  No  If yes, answer the following:  Provide the approximate cost of hire for all hired/leased (short-term) vehicles during the policy period: $  Do you purchase coverage through the rental agency when you rent vehicles?  Yes  No  Is hired auto physical damage to be covered?  Yes  No | | | | |
| 3. Do employees or volunteers use personal vehicles for company business?  Yes  No  If yes, answer the following:  How many employees/volunteers use their personal vehicles for company business?  How often:  Daily  Weekly  Monthly  Other:  Describe the activities for which an employee/volunteer would use a personal vehicle for company business.  Do you verify that personal auto insurance is in place before employees can use their autos  for company business?  Yes  No | | | | |
| 4. Driver Screening and Training  Do you have a driver safety/training program?  Yes  No  Do you require proof of valid drivers’ license for anyone who drives on company business?  Yes  No  What is the minimum age for driving on company business?       years  Do you review Motor Vehicle Reports for those who drive on company business?  Yes  No  If yes, how often?  Annually  Every Other Year  Other:  If yes, what criteria renders an individual ineligible to drive on company business? | | | | |
| 5. Do you provide the following services?  Valet Service  VIP parking/storage  Neither  If you provide either or both services, answer the following:  Are the vehicles driven onto public roads or do they remain on premises only?  On premises only  Driven on public roads  Do you have a key control system?  Yes  No  Does security monitor the areas where vehicles are parked?  Yes  No | | | | |
| 6. Do you provide shuttle services for patrons?  Yes  No  If yes, answer the following:  Are shuttle drivers required to carry a CDL?  Yes  No  If off-premises, distance traveled: | | | | |
| 7. Do you utilize courtesy vehicles?  Yes  No  If yes, provide a copy of the contract with the vehicle owner(s). | | | | |
| 8. Do you hire bus transportation?  Yes  No  If yes, answer the following:  Do you obtain additional insured status from the bus company?  Yes  No  If yes, what limit of insurance do you require? $  Provide a copy of the contract with the bus company. | | | | |
| 9. Do you provide transportation to players/athletes/members?  N/A  Yes  No  If yes, do you use a hired transportation company that supplies the driver?  Yes  No  If no, how do you provide transportation? | | | | |
| 10. Answer the following only if seeking a quote for owned or long-term leased vehicles:  Are there protections in place at the area where the vehicles are stored?  Yes  No  If yes, describe:  Is there a concentration of values exposed to a common loss at any time?  Yes  No  If yes, describe: | | | | |
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| **CONSTRUCTION/RENOVATION** | | | | |
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| 1. Will the event(s) involve any construction or building activities?  Yes  No  If yes:  Who will perform the work?  Employees  Contractor  Please describe the work or project: | | | | |
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| **EMERGENCY RESPONSE PLAN** | | | | |
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| 1. Do you have an Emergency Response Plan?  Yes  No | | | | |
| 2. How often is the plan updated? | | | | |
| 3. What year was the plan last updated? | | | | |
| 4. Do you review the plan with employees?  Yes  No | | | | |
| 5. What frequency is the plan reviewed with employees? | | | | |
| 6. Do you have an active shooter plan?  Yes  No | | | | |
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| **EMPLOYEE BENEFITS LIABILITY**  Is Employee Benefits Liability coverage desired?  Yes  No  ***If yes, please complete the following section.*** | | | | |
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| 1. Number of employees: | | | | |
| 2. Retroactive Date: | | | | |
| 3. Has Employee Benefits Liability coverage been continuously in force since the Retroactive Date?  Yes  No | | | | |
| 4. On optional enrollment items, is a signed acceptance/rejection page collected?  Yes  No  If yes, is the signed acceptance or rejection retained in the employee’s personnel file?  Yes  No | | | | |
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| **FIREWORKS/PYROTECHNICS**  Are pyrotechnics or fireworks displayed at any of your operations/events?  Yes  No  If yes, is excess pyrotechnics/fireworks coverage desired?  Yes  No  ***If coverage is desired, please complete the following sections.*** | | | | |
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| ***(For the purpose of this questionnaire, the term “pyrotechnics” shall be considered interchangeable with the term “fireworks”.)*** | | | | |
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| 1. Location of the event(s) where pyrotechnics will be displayed: | | | | |
| 2. Estimated times a year pyrotechnics are displayed: | | | | |
| 3. Are pyrotechnics conducted by a licensed and insured subcontractor?  Yes  No  If no, please explain who conducts pyrotechnics:  If yes, do you receive an additional insured certificate of insurance with limits of at least $1M?   Yes  No  Provide name of subcontractor: | | | | |
| 4. For every event where pyrotechnics are used at the venue, does the authority having  jurisdiction approve all written plans and issue a permit?    Yes  No | | | | |
| 5. Will there be a fire department on-site during the display?  Yes  No  If no, what is the distance to the nearest fire station? | | | | |
| 6. Do you store pyrotechnics on-site?  Yes  No  If yes, does the storage facility meet the appropriate NFPA Standards and has been approved  by the authority having jurisdiction?  Yes  No  If no, please describe your storage system: | | | | |
| 7. Answer these questions if pyrotechnics will be displayed outdoors  N/A  Are spectators, unauthorized vehicles, and readily combustible materials located within the  designated and approved fallout area during pyrotechnic displays?  Yes  No  Is the site checked for debris, including duds, immediately after and the morning following  the event?  Yes  No | | | | |
| 8. Answer these questions if pyrotechnics will be displayed indoors  N/A  Does the facility have a sprinkler system?  Yes  No  Do you allow tenant users (including temporary tenant users) to conduct pyrotechnic displays  either themselves or through a contractor?      Yes  No  If yes, what steps are taken to ensure that the appropriate permits are granted, appropriate fire safety codes are met and that insurance has been obtained from either the tenant or the tenant’s subcontractor who lists you as an additional insured? | | | | |
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| **LIQUOR LIABILITY**  Do your operations include the sale or distribution of alcoholic beverages?  Yes  No  ***If yes, please complete the following section.*** | | | | |
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| 1. Location(s) where alcohol will be served:  Hours of Operation: | | | | |
| 2. When is alcohol served?  Year-round  Event specific  If event specific, is alcohol service stopped at least ½ hour prior to the end of the event?  Yes  No | | | | |
| 3. Type of Beverage sold:  Beer/Wine  Mixed Drinks  Hard Liquor | | | | |
| 4. Receipts (complete all that apply):  Applicant’s gross sales from alcohol:  If sold by a concessionaire/subcontractor/vendor, how much compensation does applicant receive?  Value of compensated/free alcohol (including “free” beverage tickets): | | | | |
| 5. Will alcohol be served:  Directly by the insured’s employees/volunteers?  Through a concessionaire/subcontractor/vendor?  If through a concessionaire/subcontractor/vendor, does this entity provide a certificate of  insurance naming you as an additional insured including liquor liability?  Yes  No  If alcohol is served directly by the insured’s employees/volunteers:  Name on liquor license:  License #:  Class of License: | | | | |
| 6. Do ALL servers receive alcohol awareness training?  Yes  No  Please indicate which training program is utilized (SAFE, TIPS, etc.). | | | | |
| 7. Management Practices:  Do you have a system for monitoring compliance with alcohol serving practices for all  individuals who have responsibility for serving alcohol?   Yes  No  If yes, please describe the system.  Do you have a system to ensure alcohol awareness training requirements are current for  all individuals who have responsibility for serving alcohol?  Yes  No  Do you take disciplinary action up to and including termination for any individuals who  violate your alcohol serving policies?  Yes  No  If yes, please describe. | | | | |
| 8. Explain process for checking ID’s (e.g. everyone is checked, only those appearing to be 30 or younger, etc.). | | | | |
| 9. Has applicant’s liquor license ever been revoked or suspended?  Yes  No  If yes, please explain: | | | | |
| 10. Has the applicant incurred claims for liquor liability during the last five years?  Yes  No  If yes, please explain: | | | | |
| 11. Has any insurer cancelled or non-renewed coverage during the last five years?  Yes  No  If yes, please explain: | | | | |
| 12. Has the applicant ever been fined by an alcoholic beverage control or other governmental entity?  Yes  No  If yes, please explain: | | | | |
| 13. Is bring your own bottle (BYOB) allowed?  Yes  No | | | | |
| 14. Is the alcohol service:  Contained within one fixed site  Booths/stands throughout the event site | | | | |
| 15. Is there a limit placed on the quantity of alcoholic beverages purchased at one time?  Yes  No  If yes, please describe: | | | | |
| 16. Do you maintain security personnel at the site of alcohol service?  Yes  No | | | | |
| 17. Do you exercise the right of search and seizure?  Yes  No | | | | |
| 18. Is the parking area patrolled to prevent intoxicated drivers from leaving the premises?  Yes  No | | | | |
| 19. Is there any type of designated driver program in place?  Yes  No | | | | |
| 20. Are rules/regulations clearly displayed?  Yes  No | | | | |
| 21. Is food service available to patrons consuming alcohol?  Yes  No | | | | |
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| |  | | --- | | **SECURITY**  Are you responsible for security operations?  Yes  No  If yes, how are the security operations managed?  We manage them ourselves. \*  We subcontract the operations to a separate company. \*\*  If no, describe who is responsible for security:  \* If you manage security operations, complete this section in full.  \*\* If you subcontract the operations to a separate company, provide the contract and certificate naming you as Additional Insured. You do not need to complete the remainder of the section if you are not responsible for security operations or if you subcontract security operations to another company. | | | | | |
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| ***SECURITY OPERATIONS*** | | | | |
| 1. Is the venue monitored by security on a 24-hour basis?  Yes  No  If no, please explain: | | | | |
| 2. Please describe security presence at the entrance and egress of the venue: | | | | |
| 3. Are patrons screened at venue entry?  Yes  No  If yes, how?  Bag Checks  Wanding  Metal Detector  ID’s  Other:  Is patron screening done for all events?  Yes  No  If no, please explain: | | | | |
| 4. What are the staffing guidelines per number of patrons? | | | | |
| 5. Are the staffing guidelines determined by:  Ordinance/Statute  Industry Standard | | | | |
| 6. Are security cameras on site?  Yes  No  If yes, what areas are covered (outer perimeter, concourse, field of play, back stretch, interior,  parking, etc.)?  If yes, what is the data retention time period? | | | | |
| 7. Are dogs used in your security operation?  Yes  No  If yes, are the dogs and handlers certified?  Yes  No  If no, please explain: | | | | |
| 8. Do you work with local law enforcement regarding security operations?  Yes  No  If yes, to what extent?  Tour Training  Table Top Training  Full Scale Training  None of these:  How often?  Monthly  Quarterly  Bi-annually  Annually  Other: | | | | |
| 9. Are vendors screened before loading or unloading into the building?  Yes  No | | | | |
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| ***SECURITY PERSONNEL*** | | | | |
| 1. Are security personnel employees of your company?  Yes  No  If no, what is the relationship?  Independent Contractors  Off-duty police officers  Other, describe: | | | | |
| 2. Answer the following for all people who will provide security services:  How do you screen candidates (check all that apply)?  Criminal Background Check  Reference Check  Interview  Other:  Do you require initial training be completed prior to employment?  Yes  No  Do you provide a personal copy of your training/safety manual?  Yes  No  Do you require an annual refresher or continuing education training?  Yes  No | | | | |
| 3. Do any security guards/officers carry firearms as part of their equipment while on duty?  Yes  No  If yes, answer the following:  Do you issue the firearms or allow people to use their own (check all that apply)?  We issue them.  People can use their own.  If people can use their own, do you inspect/approve the firearm?  N/A  Yes  No  Do you verify the appropriate firearms licenses are maintained by the individual?  Yes  No | | | | |

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS QUESTIONNAIRE. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

I further acknowledge that I understand that this information is provided in conjunction with and in addition to the ACORD application(s) referenced above and that the information contained herein is subject to the same notices, disclaimers, warranties, and representations as on the referenced application(s).

Date Signature of Insured Title

Send completed form along with referenced ACORD application(s) to:

**American Specialty Insurance & Risk Services, Inc.**

**7609 W. Jefferson Boulevard, Suite 100**

**Fort Wayne, IN 46804**

**Phone: (800) 245-2744**

# E-mail: [apply@americanspecialty.com](mailto:apply@americanspecialty.com)