

EVENT HOLDER QUESTIONNAIRE

(To be attached to Permit Application – Retain in your files only)

RENTER / EVENT HOLDER NAME AND ADDRESS: (Same as on Permit Form or Rental Form)

Event Contact Person: _____
Email Address: _____
Daytime Phone Number: _____

EVENT INFORMATION:

Date(s) of Event: _____
(Include set-up and take down days)

Classification of Event:
(check box) I II III Vendor Only Instructor: Class I Class II Class III

Hours of the event: _____

Location of Event: (Must enter complete address on certificate) _____

Type of Event: _____

Detailed Description of Event: _____

Total attendance (per day) including all participants, spectators, guests, exhibitors, performers, entertainers, volunteers and employees:

Day One	_____	Day Four	_____	Day Seven	_____
Day Two	_____	Day Five	_____	Day Eight	_____
Day Three	_____	Day Six	_____	Day Nine	_____

Total Attendance ALL Event Days: _____

ADDITIONAL EVENT EXPOSURES:

	<u>Yes</u>	<u>No</u>	
Admission Fee Charged?	_____	_____	
Vendors/Exhibitors/Concessionaires? <i>(Please provide a list of names/what vending, etc.)</i>	_____	_____	How many Vendors? _____
Caterer? <i>(Please provide name)</i>	_____	_____	
Liquor Served?	_____	_____	
Liquor Sold?	_____	_____	
Food/Non-Alcoholic Beverages Served?	_____	_____	
Food/Non-Alcoholic Beverages Sold?	_____	_____	
Entertainment Activities? <i>(Provide a list)</i>	_____	_____	
Have you held this event or similar event in the past?	_____	_____	
If yes, have accidents, incidents, claims or loss arisen from such event?	_____	_____	

Please review contracts and attach a separate sheet, listing **names and addresses** of all parties requiring to be named as Additional Insured.

The event premium includes a premium charge for the facility owner/lessor as additional insured.

Definitions:

Attendance: Attendance is to include the total number of people attending the event on the designated day. This will include participants, spectators, guests, exhibitors, performers, entertainers, volunteers and employees.

Facility Owner: City, County, School District, Special District, Joint Power Authority or Private Facility Name

Full Liquor Liability: If liquor, beer or wine is available for consumption and money changes hands in any way, shape, or form, between the event holder and those who participate/attend, (i.e., for a donation, for a ticket, for a meal, for entry to the event, for the beverage) or available for longer than 5.5 hours, then **full liquor liability premiums are to be charged. LIQUOR LIABILITY PREMIUMS ARE TO BE CALCULATED PER DAY.** Please refer to page 8-1, #5 for instructions on how to complete certificate.

This program does not provide Liquor Liability only coverage. In order to obtain Liquor Liability coverage, we must also provide General Liability Insurance for the Insured shown on the Coverage Certificate.

Host Liquor (included in policy automatically): This applies only if liquor is served, not sold, for less than 5.5 hours. If served for longer than 5.5 hours, you must charge the additional premium to include Full Liquor Liability.

Multiple Day Events: For events running two or more days, total the attendance for all days of the event. Refer to rates and charge the premium corresponding to the total attendance (PER DAY). Include "set up" and/or "take down" days in your calculation. **Liquor Liability premiums are to be calculated PER DAY.**

Set up/Take Down days: Days used exclusively to set up or take down are to be reported on the Monthly Report as "set up" or "take down" days. Include the "set up" and/or "take down" day as insured days on the coverage certificate as well. (Be sure to include this head count in your premium calculation.)

Bounce Houses: Vendors providing inflatable bounce houses must carry their own General Liability policy and name you and the Event Holder as Additional Insureds on their policy. If the Bounce House Vendor does not carry their own coverage, the Event Holder may choose to add Vendor to their policy as an Additional Insured for an additional premium (refer to rate page 18-2 for additional premium/per day). Vendors name and address must be listed on certificate under "Other Additional Insureds" to be included or an attachment if necessary.

If the Bounce House is provided/owned by the Event Holder, not a Vendor, this is acceptable and there are no special requirements.