

# Annual Events Application to Declare Events

## About This Application

This application is used to declare events to an inforce annual events policy.

## Required Documents

The following documents are required to apply for coverage:

- This application
- Additional Insured Supplement (if applicable)
- Vendor Schedule (if applicable)
- Event Specific Documentation (if applicable)

## Applicant Information

Named Insured:	
Quote Number:	

## Schedule of Events

	Event 1	Event 2	Event 3	Event 4
Type of Event				
Name of Event				
Brief Description of Event				
Cost/Budget				
Average Daily Spectators				
Average Daily Participants				
Artist/Band				
Celebrities				
Venue Name Venue Address Venue City, State, Zip				
Venue Capacity				
Event Dates (include setup/teardown)	/ / - / /	/ / - / /	/ / - / /	/ / - / /
# of Vendors to cover <sup>A</sup>				
# of Additional Insureds to cover <sup>A</sup>				

### Notes:

- <sup>A</sup> To cover vendors and additional insureds, complete the vendors and additional insureds supplemental applications.
- An event is NOT covered unless declared to the policy prior to the event taking place.
- Certain events may be ineligible for coverage.

**For Additional Events, Duplicate this page**





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## Event Specific Documentation

The events listed below require additional documentation.

### Required Documentation

Event Type / Activity	Required Documentation / Information
Contact Sports, Poker Runs	Sample of a Waiver that Participants are required to sign. Statement from insured that all Participants are required to sign the waiver.
Bounces Houses, Rides, Inflatables	Certificate of Insurance from the vendor naming the event holder as additional insured.
Concerts/Festivals with more than 10,000 attendees per day	Security contract. Venue contract.
Music Festivals	Schedule of Performers. Times of Shows.
Events with Overnight Camping	Venue contract. Confirmation whether insured or venue is responsible for the camping exposure.
Haunted Houses	Diagram of Attraction. Hours of Operation. Advice of any moving parts or ride type exposures. Clearly lit and identifiable exits.

### Notes:

- Inadequate documentation, documentation that does not sufficiently transfer liability away from the insured, or the existence of certain exposures may preclude the ability to schedule an event.
- Certain events may be ineligible.