



# ENTERTAINMENT SPECIAL EVENT APPLICATION

## APPLICANT INFORMATION

**Note:** For purposes of the *Insurance Companies Act* (Canada), this document was issued in the course of St. Paul Fire and Marine Insurance Company's insurance business in Canada.

Named of Applicant: \_\_\_\_\_

Address (including postal/zip code): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

## THE EVENT

Event name: \_\_\_\_\_

Event description: \_\_\_\_\_

Event dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Number of Days: \_\_\_\_\_

Event times: From: \_\_\_\_\_ To: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Coverage Term: From: \_\_\_\_\_ To: \_\_\_\_\_ Limit Desired: \$ \_\_\_\_\_

Venue/Facility name: \_\_\_\_\_ Capacity: \_\_\_\_\_

Venue/Facility address: \_\_\_\_\_

Indoor  Outdoor

Admissions/Attendance: Admissions per day: \_\_\_\_\_ Total all days: \_\_\_\_\_

# Tickets printed: \_\_\_\_\_ # Tickets sold to date: \_\_\_\_\_

Seating:

Permanent  Bleachers  Festival  
 General Admission  Reserved  Other (*Describe*): \_\_\_\_\_

## LIQUOR

Liquor liability is needed?  Yes  No

If "Yes", please advise types:  Beer  Wine  Full Bar

What are the anticipated liquor receipts? \_\_\_\_\_

Wristbands Used  Local liquor laws governing sales to minors/intoxicated are followed

## SECURITY

Name of outside security firm: \_\_\_\_\_

Outside firm - # of Guards:	_____
City Police - # of Officers:	_____
Venue of Employees - # of Guards:	_____

## PROTECTION

First Aid:  City Paramedics  Venue Staff  None

Fire Protection:  Extinguishers  Municipal  Volunteer

**PARKING**

None    Venue responsible    Insured is responsible    Patrolled by security

**VENDORS/CONCESSIONAIRES**

Attach a list of vendors and or concessionaire booths along with a sample copy of the contract required by the Applicant.

**OUTDOOR EVENTS**

Is facility fenced?  Yes    No

If "Yes", type: \_\_\_\_\_

Does the event end prior to sundown?  Yes    No

If "No", is there adequate lighting?  Yes    No

Are there any swimming pools, lakes or bodies of water?  Yes    No

Is swimming allowed?  Yes    No

Life guard on duty?  Yes    No

Is water hazard fenced?  Yes    No

Give details: \_\_\_\_\_

Evacuation/Egris plan arranged with civil authorities?  Yes    No

Overnight camping?  Yes    No

If "Yes", provide details, layout, security, etc.: \_\_\_\_\_

Adequate drinking water and portable toilets?  Yes    No

**RESPONSIBILITY CHART**

	N/A	Venue	Applicant	Promoter	Certs. Provided
Security					
Liquor					
First Aid					
Vendors					
Concessions					
Pyrotechnics					
Rides					
Live Animals					
Tents					
Bleachers					
Temporary Stage					
Temporary Lighting					
Stunts					

Has the same event been held before?  Yes    No

If "Yes", have there been any losses? Attach details.  Yes    No

Name of previous carrier: \_\_\_\_\_

**REQUIRED ATTACHMENTS**

- Copy of "rental agreement or venue contract"    Copies of certificates if Applicant is responsible for security, rides, animals or pyrotechnics
- Copy of flyer, press release, advertising
- Facility diagram (outdoor events)    List of required additional insured(s)

**BROKER INFORMATION**

Brokerage Name:	
Brokerage Address:	
Producer's Name:	
Telephone:	
Facsimile:	
E-mail:	

Producer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_