



*Take***1**
INSURANCE

A DIVISION OF
INNOVATION GROWTH
PARTNERS SPECIALTY, LLC

APPLICATION

For Event/Party Planners and Coordinators

CA License #0F82757



Event/Party Planners & Coordinators Supplemental Application

*(Send this along with ACORD applications for all lines)
(Not for Event Production Service Firm)*

1. Name of Applicant:
2. Address of Applicant:
City, State, Zip Code
3. Does the applicant own or lease (long term) a hall/banquet facility <input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, what is the square footage of the facility _____
4. Types of Events (Show % of annual receipts by type of event):

Event	Percent	Event	Percent
Auto Shows		Open Houses	
Animal Shows		Political Gatherings*	
Athletic Events/Contests*		Proms	
Antiques and Collectibles Shows		Meetings/Seminars: (Under 150 People) Corporate/Business _____ Private _____ Public _____	
Auctions*		Recitals	
Baby or Wedding Showers		Parties – Type: Anniversary _____ Birthday _____ Dinner _____ Holiday _____ Office _____ Sporting Event _____ Theme _____	
		Other: _____	
Bar/Bat Mitzvahs, Baptisms, Quincerrera			

Event	Percent	Event	Percent
Barbeques		Picnics – Type: Corporate Private	_____ _____
Beauty Pageants		Reunions	
Boat Shows		Rodeo/Bull Fighting*	
Charity Events		RV Shows	
Cocktail Receptions		Speaking Engagements	
Church Gatherings		Talent Shows/Contests	
Computer and/or Electronics Fairs/Shows		Theatrical/Movie Premiers	
Conventions/Trade Shows* (More than 150 people in at- tendance) Corporate Trade Industry	_____ _____ _____	Weddings and Wedding Recep- tions	
Exhibitions*: Inside Outside	_____ _____		
Fashion Shows			
Festivals*			
Gun Shows			
Health, Science Fairs			
Home and Garden			

* Provide separate detailed narrative description of the event

Musical Events			
Event Music Type*	Percentage	Event Music Type*	Percentage
Alternative		Heavy Metal	
Bluegrass		Hip Hop	
Classical or Chamber		Jazz	
Country Western		Rap	
Gospel		R&B	
Gothic		Hard Rock	

* Provide separate detailed narrative description of the event

5. 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): _____

6. Total annual Receipts/Sales: _____

Total annual cost of subcontractors: _____

Total annual payroll: _____

Total number of employees: _____

7. Does applicant sponsor or promote any events? Yes No

If yes, describe: _____

8. Is applicant involved in other operations or businesses? Yes No

If yes, describe: _____

9. Services Provided (Indicate Yes, No or NA)

Additional Services	Performed by Applicant & Employees	Provided by Subcontractors who are hired by applicant	This service is not provided
Automotive Tours – Bus/Jeep/other			
Booking Agent			
Catering – Food & Non alcoholic drink			
Catering – Food & Liquor			
Catering – Liquor Only – Bartender Service			
Consulting Only – No other services provided			
Babysitting			
Fireworks			
Horseback Riding			
Hot Air Balloon Rides			
Maintenance/Janitorial			
Rope Courses			

Additional Services	Performed by Applicant & Employees	Provided by Subcontractors who are hired by applicant	This service is not provided
Security Operations– Type:			
Bodyguard/Personal Security			
Bouncers/Crowd Control			
Doormen			
Parking/Traffic Control			
Watchman			
Shuttle/Taxi/Limo			
Team Building			
Vehicle Valet			

10. If work 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 equal to or greater than applicant’s? Yes No
 Will applicant ever use UN-insured subcontractors to provide products or services for this event? Yes No

11. 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

12. Equipment

- Does the applicant Rent, Furnish or Install any of the following equipment?
 Amusement Devices Barricades Bleachers Dance Floors Folding chairs/tables Sound Equipment
 Staging Tents Portable Restrooms Space Heaters

13. Does Applicant have worker’s compensation coverage in force? Yes No
 Does Applicant lease employees Yes No

14. Does Applicant have professional liability coverage in force? Yes No

15. Does Applicant have Liquor Liability Coverage in force Yes No

16. Does Applicant have a website? If YES, please provide: www: _____

17. Attach:

- a. Any descriptive advertising literature
 b. Copy of Applicant’s standard contracts with clients
 c. Copies of all agreements in which the Applicant has assumed liability and
 d. Separate detailed narrative descriptions as required

Applicant’s Contact Person: _____ Phone Number of Contact: _____

Applicant’s Signature: _____ Date: _____