



Short Run/Special Event Insurance Application

Applicant Information:

Business/Organization Name: _____

Address: _____

City, State, Zip: _____

Business Phone: _____ Web Address: _____

Contact Name: _____

Contact Phone: _____ Contact email: _____

Years in Business: _____ New Venture: Yes No

Type of Business:

Individual Corporation Partnership Other (Explain below)

Location of Event (including address): _____

Term Needed: From _____ To _____

Detailed Description of Event (attach printed materials if needed): _____

Typical General Liability Insurance Limits Needed for Events:

Per Occurrence - \$1,000,000	General Aggregate - \$2,000,000
Personal Injury/Advertising - \$1,000,000	Damage to Premises - \$100,000
Prod/Comps Ops Aggregate - \$2,000,000	Medical Expenses - \$5,000

Other Coverages Requested: _____

Underwriting Information:

of days of Event: _____ Estimated attendance per day: _____ Total all days: _____

of Performances: _____ # of Participants: _____ Gross receipts: _____

Describe seating arrangements (type, capacity, etc.): _____

Describe all set-up exposures (electrical, special effects, etc.): _____

List Additional Insureds/Certificate Holders (indicate relationship): _____

Food or beverage sold/served by applicant? Yes No

If yes, details: _____

If concert or festival, please answer question below

Describe security arrangements: _____

Are guards armed: Yes No Do they have their own insurance? Yes No

Prior Insurance and Loss Information (last 3 years)

If you had insurance for similar events in the past, please complete the following:

Year	Carrier	Limits	Premium

Date of Loss	Description of Loss	Amount Incurred

Additional information: _____

Applicant Signature

Date

**Return completed form to: George Mottier at george@paczolt.com
or FAX: 888-333-1234**

Reference to Common Types of Insurance Sometimes Needed for Special Events/Please quote the following:

General Liability: Many venues now require a Certificate of Insurance as part of the requirements to rent a space. The certificate covers against claims arising out of bodily injury to the patrons and limited property coverage to third party claims. This policy alone DOES NOT cover property owned, leased, rented, or borrowed by your group.

Property: This coverage will reimburse you for losses to business assets/property. There are 4 different categories to derive, each with its own dollar figure or value. The categories are:

1. Owned
2. Owned by Others (and in your organization's Care, Custody & Control)
3. Rented or Leased to your organization
4. Travels with your organization (Inland Marine Insurance)

(The typical property deductible is \$1,000 per occurrence so it may not be cost effective to insure your property if it is valued at under \$10,000)

Accident Policy: Many groups have no employees, but still feel an obligation to assist participants, volunteers, or students when an injury may occur. We provide an accident policy for groups that pays medical expenses on an excess basis with with no deductibles. Over 90% of our accident policies written last year were for the minimum premium. The average premium was \$375.