



## EVENT/PARTY PLANNERS & COORDINATORS SUPPLEMENTAL APPLICATION

1. Applicant's Name: \_\_\_\_\_
2. Location of Premises: \_\_\_\_\_
3. Does Applicant own or lease (long term) a hall/banquet facility?  Yes  No  
 If Yes, what is the square footage? \_\_\_\_\_
4. Types of Events (Show percentage of annual receipts by type of Event):

Event	Percentage	Event	Percentage	
Auto Shows		Open Houses		
Animal Shows – Cat, Dog, Horse, etc.		Political Gatherings, Conventions, Rallies*		
Athletic Events/Exhibitions/Contests*		Proms		
Antiques & Collectibles Shows Includes Books, Coins, Comic Books, Stamps & Trading Cards		Meetings/Seminars – Type: (Under 150 People in attendance)		
			Corporate/Business	
			Private	
		Public		
Auctions*		Recitals		
Baby or Wedding Showers		Parties – Type:  Anniversary Birthday Dinner Holiday Office Sporting Event – TV (i.e., Super Bowl) Theme		
Bar/Bat Mitzvahs, Baptisms, Quincenera				
Barbecues				
Beauty Pageants				
Boat Shows				
Charity Events-Banquets, Socials, Dances				
Cocktail Receptions				
Church Gatherings				
Computer and/or Electronic Fairs/Shows				
Conventions/Trade Shows* - Type: (150 or more people in attendance)			Other: Describe	
				Corporate
		Trade		
		Picnics – Type:  Corporate – Employee Only Corporate – Other Private		
Industry				
Exhibitions – Inside*		Reunions		
Exhibitions – Outside*		Rodeos/Bull Fights*		
Fashion Shows		RV Shows		
Festivals*		Speaking Engagements		
Gun Shows		Talent Shows/Contests		
Health, Science Fairs		Theatrical/Movie Premiers		
Home and/or Garden Shows		Weddings & Wedding Receptions		

\*Provide separate detailed narrative description of Events

**Musical Events\***

Event Music Type*	Percentage	Event Music Type*	Percentage
Alternative		Heavy Metal	
Bluegrass		Hip Hop	
Classical and/or Chamber Music		Jazz	
Country/Western		Rap	
Gospel & Religious		R & B	
Gothic		Other – Describe Type	
Hard Rock			

\*Provide separate detailed narrative description of Events

5. Number of Event dates planned for current year: \_\_\_\_\_

Number of Event dates held last year: \_\_\_\_\_

Average attendance per Event date: \_\_\_\_\_

Maximum daily attendance per Event: \_\_\_\_\_

Average length of Event (number of days): \_\_\_\_\_

6. Total Annual Receipts/Sales: \$ \_\_\_\_\_

Total Annual Cost of Subcontractors: \$ \_\_\_\_\_

Total Annual Payroll: \$ \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

7. Does the Applicant sponsor or promote any Events?  Yes  No

If Yes, provide details: \_\_\_\_\_

\_\_\_\_\_

8. Is Applicant involved in any other operations or business?  Yes  No

If Yes, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Services Provided (Indicate: Yes, No, or NA)**

<b>Additional Services</b>	<b>Performed by Applicant &amp; Employees</b>	<b>Provided by Subcontractors Hired by Applicant</b>	<b>This Service not Provided</b>
Automotive Tours – Bus/Jeep/Other			
Booking Agent			
Catering – Food & Non-Alcoholic Drink Only			
Catering – Food & Liquor			
Catering – Liquor Only – Bartender Service			
Consulting Only – No other services provided			
Construction – Setup and/or Take Down			
Babysitting			
Fireworks			
Horseback Riding			
Hot Air Balloon Rides			
Inflatable Jumping Devices			
Maintenance/Janitorial Responsibilities			
Rope Courses			
Security Operations – Type:			
Bodyguard/Personal Security			
Bouncers/Crowd Control			
Doormen			
Parking/Traffic Control			
Watchmen/Guard Service			
Shuttle/Taxi/Limousine Service			
Team Building Exercises – Indoor or Outside			
Vehicle Valet Service			

9. If work is subcontracted:
- Are certificates of insurance required from all subcontractors and vendors?  Yes  No
- Is Applicant added as additional insured on subcontractors' policy?  Yes  No
- Are Limits of Liability on subcontractors' policy equal to or greater than Applicant's?  Yes  No
- Does Applicant ever use uninsured contractors or subcontractors to provide products or services for any Event?  Yes  No
10. Hold-Harmless Agreements:
- Does 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 any third party harmless?  Yes  No
- Does Applicant assume, by contract or verbally, responsibility for any injury or damage that may occur during an Event?  Yes  No
11. Equipment – Does the Applicant rent, furnish, or install any of the following equipment?
- Amusement Devices       Barricades       Bleachers       Dance Floors
- Folding Chairs/Tables       Sound Equipment       Stages/Staging       Tents
- Portable Restrooms       Space Heaters
12. Does Applicant have Workers' Compensation coverage in force?  Yes  No
- Does Applicant lease employees?  Yes  No
13. Does Applicant have Professional Liability coverage in force?  Yes  No
14. Does Applicant have Liquor Liability coverage?  Yes  No

Name of Carrier: \_\_\_\_\_

Limits: \_\_\_\_\_

15. Does the Applicant have a Web Site?

Yes  No

If Yes, provide Web Site address: \_\_\_\_\_

16. Attach:

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_