



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:		
Bar/Bat Mitzvahs, Baptisms, Quincenera			Anniversary	
Barbecues			Birthday	
Beauty Pageants			Dinner	
Boat Shows			Holiday	
Charity Events-Banquets, Socials, Dances			Office	
Cocktail Receptions			Sporting Event – TV (i.e., Super Bowl)	
Church Gatherings			Theme	
Computer and/or Electronic Fairs/Shows			Other: Describe	
Conventions/Trade Shows* - Type: (150 or more people in attendance)			Picnics – Type:	
				Corporate – Employee Only
		Corporate – Other		
Industry		Private		
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)

Additional Services	Performed by Applicant & Employees	Provided by Subcontractors Hired by Applicant	This Service not Provided
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: _____