



EVENT INFORMATION

LARGE EVENT APPLICATION

Contract #		Name of Event:	
Legal Name on Contract & Organizing Event			
Address Information And Contact information		Street #:	Street Name:
		Suite #:	City/Town:
		Province:	Contact Name:
		Telephone #:	Email:

PLEASE NOTE ALL QUESTION MUST BE ANSWERED TO OBTAIN A QUOTATION

**EVENT INFORMATION**

LOCATION: \_\_\_\_\_ SPECIFIC AREA RENTED: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_ MUNICIPAL ADDRESS: \_\_\_\_\_

EVENT DATE			SET-UP TIME		EVENT TIME		TAKEDOWN TIME	
Month	Day	Year	FROM	TO	FROM	TO	FROM	TO

Is Blanket Vendor Coverage Required? Yes  or No  If YES, please provide the following information on Vendors below

If NO, confirm all Vendors are providing certificates of insurance showing the Organizer and the Municipality as Additional Insureds and these certificate are on file with the Municipality No Exceptions: Yes Confirmed

NUMBER OF THE FOLLOWING TYPE OF VENDORS

Serving Food _____	Serving Alcohol _____	Performers _____	Selling Products _____
Petting Zoos _____	Pony Rides _____	Other Animal Rides _____	Hay / Sleigh Rides _____
Carnival Games _____	Amusement Rides _____	Dunk Tanks _____	Inflatables _____
Security Services _____	Providing Other Services	Describe in full _____	

OTHER INFORMATION (check N/A if your event does not include these services):

- What type of Equipment is rented for the Event? \_\_\_\_\_ N/A   
 Is the Equipment provider insuring the property & liability? Property Yes  or No  Liability Yes  or No
- Event Seating - Are there Temporary Stands? \_\_\_\_\_ If yes, number of temporary seats \_\_\_\_\_ N/A   
 If yes, who is responsible for set-up and tear-down? \_\_\_\_\_
- Who is serving the Alcohol? Independent booths \_\_\_\_\_ Hired Catered \_\_\_\_\_ Event Organizer \_\_\_\_\_ N/A   
 Do all Alcohol Servers have smart Serve Training? Yes  or No   
 Alcohol Permit Number: \_\_\_\_\_ License Capacity on Permit: \_\_\_\_\_
- Who monitors the inflatables? \_\_\_\_\_ N/A
- Who monitors the activities with animals? \_\_\_\_\_ N/A



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6. Are there any fireworks or pyrotechnics? Yes  Or No  N/A   
 If pyrotechnics are provided by independent contractor? Contractors Name: \_\_\_\_\_  
 Has the independent contractor provided proof of insurance? Yes  or No
7. Are there any sport activities? Yes  or No  Professional  OR Non-Professional  N/A   
 Describe Sport Event (s) \_\_\_\_\_ Number of Participants \_\_\_\_\_  
 Should the event insurance cover the sport activity(ies)? Yes  or No

**ATTENDANCE INFORMATION:**

8. Expected Daily Attendance: Minimum \_\_\_\_\_ Maximum \_\_\_\_\_ Maximum Over the Entire Event \_\_\_\_\_  
 10. What was Last years attendance? Daily Maximum \_\_\_\_\_ Over the entire event \_\_\_\_\_

**INSURANCE INFORMATION:**

11. Limit of Insurance Required (please check one)  \$2,000,000  \$5,000,000  
 Limit for Tenants Legal Liability (please check one)  \$1,000,000  \$2,000,000  \$5,000,000
12. Do you rent short term vehicles (30 days or less)? Yes  or No  If yes, how many vehicles are rented for the event? \_\_\_\_\_  
 If Yes, do you require Physical Damage coverage? Yes  or No  Coverage needed: \$25,000  Or \$50,000  Or \$100,000
13. Has the event been insured in the past? Yes  or No  Name of Insurer: \_\_\_\_\_  
 14. Has this event ever been refused insurance or had insurance cancelled? Yes  or No   
 15. Has this event had a claim or an event that could lead to a claim in the last 5 years? Yes  or No   
 16. If yes, amount Paid: \$ \_\_\_\_\_ Describe claim: \_\_\_\_\_

**ADDITIONAL INSURED INFORMATION:**

Provide a list of those requiring to be an Additional Insured to be added to your certificate of insurance (if more than 3 provide a separate sheet)	
Name	Address
1. Municipality Named on page #1	
2.	
3.	

Please note that the Insurance Underwriter relies on the above information, not only to determine the premium charged, but also if they would accept providing insurance coverage for this risk. Any information that is not included or not represented accurately will be considered a misrepresentation which would null and void coverage.

I understand the above Yes  or No  The above information is truthful and completed to the best of my ability with the knowledge at the date of applying for this insurance coverage. Yes  or No

Completed by: \_\_\_\_\_ Position: \_\_\_\_\_

If this is an organization that is Incorporated under the laws of the Province or Federally in Canada, I the above person signing has authority to bind the Organization. Yes  No  or Not applicable (not incorporated)

Signature: \_\_\_\_\_ Date (dd/mm/yyyy): \_\_\_\_\_,

*Completing and signing this form does not bind insurance coverage  
 Premiums must be paid in full before coverage can be bound*

**NOTE: FOR EVENTS OVER 3,000 DAILY ATTACH UNDERWRITING INFORMATION ATTACHED  
 OR MULTI-EVENTS COMPLETE SPREAD SHEET FORMING PART OF APPLICATION PG 3**



**FOR EVENTS WITH OVER 3,000 ATTENDING DAILY ATTACH THE FOLLOWING**

**For General Liability**

1. Risk Management Plan – this should cover emergency evacuation procedures, protocols on when the event should be evacuated, and emergency medical planning.
2. Security Protocols – including entering event, during event, and after event.
3. Map of Event – should include all areas of the event, including Vendors areas, Stages, VIP Tents, Parking, etc.
4. Contract with the Venue
5. Contract with Security Firm if applicable

**For Cancellation Coverage**

1. Full Budget – including standing charges (costs that will not be removed should event not proceed), variable charges (those associated with the event proceeding), and Profit/Loss.
2. Protocols for Ticket Refunding
3. Risk Management & Protocols for weather cancellation
4. If you require coverage for non-appearance of any “Key Performers” then attach those contracts for review.