



Special Event Liability Insurance Application

Please print clearly, then email a scan or photo of every page to info@okcib.com or bring it to our office. Questions marked * are required. You can also fill this out online at okcib.com - just ask us for the link.

YOUR CONTACT INFORMATION

First Name * _____

Last Name * _____

Phone * _____

Email * _____

QUESTIONS

Name of Applicant / Organization * _____

Applicant's mailing address *

Street _____

City / State / ZIP _____

Applicant is: *

☐ Individual ☐ Corporation ☐ Partnership ☐ LLC ☐ Nonprofit ☐ Other

Only if "Applicant is:" = Other:

If Other, please explain _____

The applicant's role at this event is: *

☐ Host ☐ Vendor ☐ Sponsor ☐ Organizer ☐ Performer / Entertainer ☐ Caterer / Catering service
☐ Bartending service ☐ Other

Only if "The applicant's role at this event is:" = Other:

If Other, describe the applicant's role _____

Applicant's interest in this event _____

Do you have coverage for this now? *

☐ Yes ☐ No

Only if "Do you have coverage for this now?" = Yes:

Who is it with now? _____

Only if "Do you have coverage for this now?" = Yes:

When does that policy expire? _____ MM / DD / YYYY

Names of other individuals or groups taking part in or sponsoring this event

Name of the event venue _____

Location where the event will take place *

Street

City / State / ZIP

The location is:

☐ Arena ☐ Convention Center ☐ Fairgrounds ☐ Public Park ☐ Private Residence ☐ Stadium ☐ Other

Only if "The location is:" = Other:

If Other, describe the location _____

The event is being held: *

☐ Indoor ☐ Outdoor ☐ Both indoor and outdoor

Name of the event * _____

Type of event *

☐ Concert/Musical Performance ☐ Fund Raiser ☐ Parade ☐ Sporting Event ☐ Picnic
☐ Convention/Trade Show ☐ Company Picnic ☐ Political Event ☐ Festival/Fair ☐ Wedding/Private Party
☐ Car Show / Motor Vehicle Show ☐ Motor Vehicle Race / Rodeo / Tractor Pull / Monster Truck Show
☐ Health Fair / Medical Conference ☐ Beer Garden / Beer, Wine or Food Festival ☐ Craft Fair / Vendor Booth
☐ Charity Auction / Banquet / Luncheon ☐ Block Party / Class Reunion / Birthday or Anniversary Party
☐ 5K Race / Fun Run / Golf Tournament ☐ Haunted House / Hayride / Corn Maze ☐ Theatrical Performance ☐ Other

Only if "Type of event" = Other:

If Other, describe the event type _____

Full description of the event, schedule, and purpose *

Event website address (if any) _____

Is this part of a larger event?

☐ Yes ☐ No

Only if "Is this part of a larger event?" = Yes:

If yes, please describe the larger event _____

Event start date * _____ MM / DD / YYYY

Event end date * _____ MM / DD / YYYY

Event start time * _____ time

Event end time (if it runs past midnight, the time it actually ends) * _____ time

If the hours are different on any other day of the event, list them here

If multiple or recurring event dates, list them here

Are there separate set-up or take-down days before or after the event?

☐ Yes ☐ No

Only if "Are there separate set-up or take-down days before or after the event?" = Yes:

Set-up start date (before the event) _____ MM / DD / YYYY

Only if "Are there separate set-up or take-down days before or after the event?" = Yes:

Set-up end date _____ MM / DD / YYYY

Only if "Are there separate set-up or take-down days before or after the event?" = Yes:

Take-down start date (after the event) _____ MM / DD / YYYY

Only if "Are there separate set-up or take-down days before or after the event?" = Yes:

Take-down end date _____ MM / DD / YYYY

Only if "Are there separate set-up or take-down days before or after the event?" = Yes:

Will heavy machinery (bulldozer, backhoe, excavator or similar industrial equipment) be used for set-up or take-down?
Small forklifts and light machinery are fine.

☐ Yes ☐ No

Rain date, if one is scheduled _____ MM / DD / YYYY

Only if "Type of event" = Wedding:

Wedding: rehearsal date _____ MM / DD / YYYY

Only if "Type of event" = Wedding:

Wedding: breakfast / brunch date _____ MM / DD / YYYY

Coverage effective date (desired) * _____ MM / DD / YYYY

Coverage expiration date (desired) _____ MM / DD / YYYY

Is there an admission fee? *

☐ Yes ☐ No

Only if "Is there an admission fee?" = Yes:

Price of admission _____

Only if "Is there an admission fee?" = Yes:

Estimated gross receipts _____

Admission is:

☐ General Admission ☐ By invitation only

Total estimated attendees per day _____

Only if "The applicant's role at this event is:" = Vendor:

If you are an individual exhibitor or vendor, estimated attendees visiting your booth per day

Total estimated attendees for the entire event * _____

Maximum capacity of the location holding the event _____

Average age of attendees _____

What type of seating will be provided? (check all that apply)

☐ Bleachers ☐ Open Field ☐ Grandstand ☐ Stadium ☐ Other

Is the seating temporary or permanent?

☐ Temporary ☐ Permanent ☐ Not applicable

Only if "Is the seating temporary or permanent?" = Temporary:

If temporary, who is responsible for set up? _____

Water hazards present at the location (check all that apply)

☐ None ☐ Swimming Pool ☐ Lake ☐ Pond ☐ Other

Only if "Water hazards present at the location (check all that apply)" = Other:

If Other water hazard, describe _____

Has this event taken place before? *

☐ Yes ☐ No

Only if "Has this event taken place before?" = Yes:

How many years has it been held? _____

Only if "Has this event taken place before?" = Yes:

What was the previous attendance? _____

Has the applicant had previous insurance for this or a similar event?

☐ Yes ☐ No

Only if "Has the applicant had previous insurance for this or a similar event?" = Yes:

Prior carrier _____

Only if "Has the applicant had previous insurance for this or a similar event?" = Yes:

Expiring premium _____

Only if "Has the applicant had previous insurance for this or a similar event?" = Yes:

Prior policy number _____

Any losses in the past five years?

☐ Yes ☐ No

Only if "Any losses in the past five years?" = Yes:

If yes, describe the loss(es) (please also attach loss runs below)

Only if "Any losses in the past five years?" = Yes:

The loss was under:

(check all that apply)

☐ General liability ☐ Liquor liability

Only if "Any losses in the past five years?" = Yes:

Date of loss _____

MM / DD / YYYY

Only if "Any losses in the past five years?" = Yes:

Claim status

☐ Open ☐ Closed

Only if "Any losses in the past five years?" = Yes:

Amount paid

Only if "Any losses in the past five years?" = Yes:

Amount reserved

Limits of liability requested *

☐ \$1,000,000 / \$2,000,000 aggregate ☐ \$1,000,000 / \$3,000,000 aggregate ☐ \$1,000,000 / \$1,000,000 aggregate
☐ \$500,000 / \$1,000,000 aggregate ☐ \$500,000 / \$500,000 aggregate ☐ Other / Not sure

Name of any Additional Insured (e.g. venue, city, sponsor)

Additional Insured's mailing address

Street

City / State / ZIP

Additional Insured's interest in this event

Does the venue or contract require either of these? (check all that apply)

☐ Primary and non-contributory ☐ Waiver of subrogation ☐ Neither / not sure

Will there be any live music?

☐ Yes ☐ No

Only if "Will there be any live music?" = Yes:

What type of music?

Only if "Will there be any live music?" = Yes:

Name of entertainer / band

Only if "Will there be any live music?" = Yes:

The performers are:

☐ Local ☐ National

Any other type of entertainment?

☐ Yes ☐ No

Only if "Any other type of entertainment?" = Yes:

Describe the other entertainment

Any stage pyrotechnics?

☐ Yes ☐ No

Only if "Any stage pyrotechnics?" = Yes:

Stage pyrotechnics are:

☐ Indoor ☐ Outdoor

Do you require all musicians/entertainers to provide a Certificate of Insurance?

☐ Yes ☐ No

Describe any electrical or stage construction work performed by or for you

Only if "Type of event" = Sporting Event or 5K Race:

Describe the athletic event

Only if "Type of event" = Sporting Event or 5K Race:

Sporting event: number of participants

Only if "Type of event" = Sporting Event or 5K Race:

Participants are:

☐ Professional ☐ Amateur

Only if "Participants are:" = Professional:

If professional, list the athletes

Only if "Type of event" = Sporting Event or 5K Race:

Age of participants:

☐ Under 18 ☐ Over 18 ☐ Both

Only if "Type of event" = Sporting Event or 5K Race:

Is coverage desired for the participants?

☐ Yes ☐ No

Only if "Type of event" = Sporting Event or 5K Race:

Describe distance and protection between spectators and participants

Only if "Type of event" = Sporting Event or 5K Race:

Is this an off-road, trail run, mud run or obstacle event?

☐ Yes ☐ No

Only if "Type of event" = Political Event:

Political event scope:

☐ National ☐ State ☐ Local

Only if "Type of event" = Political Event:

Name and title of the political figure

Only if "Type of event" = Car Show:

Car show: do the vehicles stay stationary throughout the show with their engines off?

☐ Yes ☐ No

Only if "Type of event" = Car Show:

Car show: will the event feature burnouts, drag races or flame throwing?

☐ Yes ☐ No

Only if "Type of event" = Motor Vehicle Race:

Race / rodeo: is the venue designed specifically for this type of activity?

☐ Yes ☐ No

Only if "Type of event" = Motor Vehicle Race:

Race / rodeo: will there be barriers in place to protect spectators?

☐ Yes ☐ No

Only if "Race / rodeo: will there be barriers in place to protect spectators?" = Yes:

Are the barriers metal or concrete?

☐ Yes ☐ No

Only if "Race / rodeo: will there be barriers in place to protect spectators?" = Yes:

Are the barriers permanent?

☐ Yes ☐ No

Only if "Race / rodeo: will there be barriers in place to protect spectators?" = Yes:

Are the barriers at least 6 feet high and at least 6 feet away from spectators?

☐ Yes ☐ No

Only if "Are the barriers at least 6 feet high and at least 6 feet away from..." = No:

If no, height of the barriers (feet) _____

Only if "Are the barriers at least 6 feet high and at least 6 feet away from..." = No:

If no, minimum distance from spectators (feet) _____

Only if "Type of event" = Motor Vehicle Race:

Race / rodeo: are spectators permitted in the pit or infield area?

☐ Yes ☐ No

Only if "Type of event" = Motor Vehicle Race:

Rodeo: are the transfer areas between the animal pens and the competition closed to the public?

☐ Yes ☐ No

Only if "Type of event" = Motor Vehicle Race:

Race / rodeo: will the event feature audience participation (calf scramble, mutton busting, etc.)?

☐ Yes ☐ No

Only if "Type of event" = Motor Vehicle Race:

Race / rodeo: is this an off-road event?

☐ Yes ☐ No

Only if "Type of event" = Motor Vehicle Race:

Race / rodeo: is this a monster truck show?

☐ Yes ☐ No

Only if "Type of event" = Health Fair:

Health fair / medical conference: will the event feature any medical or health treatment?

☐ Yes ☐ No

Only if "Type of event" = Parade:

Parade: describe the route from start to finish

Only if "Type of event" = Parade:

Parade: have local authorities approved the route?

☐ Yes ☐ No

Only if "Type of event" = Parade:

Parade: will the route be secured by local police or private security?

☐ Yes ☐ No

Only if "Type of event" = Parade:

Parade: are participants permitted to throw souvenirs, candy or other items into the crowd?

☐ Yes ☐ No

Will there be carnival or amusement-type rides (including inflatables/bounce houses)?

☐ Yes ☐ No

Only if "Will there be carnival or amusement-type rides (including inflatabl..." = Yes:

List all rides and inflatables

Only if "Will there be carnival or amusement-type rides (including inflatabl..." = Yes:

Are all rides and inflatables owned and operated by a third-party vendor carrying general liability limits of at least \$1,000,000 / \$2,000,000?

☐ Yes ☐ No

Only if "Will there be carnival or amusement-type rides (including inflatabl..." = Yes:

Will you be named as an additional insured on the ride vendor's general liability policy?

☐ Yes ☐ No

Will there be any animals on display or petting zoos?

☐ Yes ☐ No

Only if "Will there be any animals on display or petting zoos?" = Yes:

Provide details and a list of the animals

Only if "Will there be any animals on display or petting zoos?" = Yes:

Will spectators interact with the animals (other than animals provided by an insured third-party vendor)?

☐ Yes ☐ No

Any saddle animals or carriage rides?

☐ Yes ☐ No

Products sold or displayed by concessionaires (describe)

How many concessionaires will attend the event? _____

Will the event include any of these? (check all that apply)

- ☐ Firearms ☐ Overnight camping or dormitory stays ☐ Bonfires ☐ Haunted house, hayride or corn maze
☐ Spectators in or on the water (swimming, boating, fishing, jet skiing)
☐ High-profile attendees (celebrities, dignitaries, elected officials) ☐ None of these

Only if "Will the event include any of these? (check all that apply)" = High-profile:

Which high-profile guests are attending?

Will alcohol be served? *

☐ Yes ☐ No

Only if "Will alcohol be served?" = Yes:

Alcohol will be served by:

☐ Applicant ☐ Independent vendors

Only if "Will alcohol be served?" = Yes:

Will Liquor Liability coverage be obtained?

☐ Yes ☐ No

Only if "Will Liquor Liability coverage be obtained?" = Yes:

Liquor liability limits requested

☐ \$1,000,000 / \$2,000,000 aggregate ☐ \$1,000,000 / \$3,000,000 aggregate ☐ \$500,000 / \$1,000,000 aggregate
☐ Other / Not sure

Only if "Will alcohol be served?" = Yes:

Average number of attendees consuming alcohol per day _____

Only if "Will alcohol be served?" = Yes:

Will alcohol be sold (cash bar, drink tickets, or built into the admission price)?

☐ Yes ☐ No

Only if "Will alcohol be served?" = Yes:

Is the applicant a hired bartender or caterer for this event?

☐ Yes ☐ No

Only if "Will alcohol be served?" = Yes:

Is the applicant a business that regularly sells, serves or furnishes alcohol (bar, brewery, restaurant, caterer)?

☐ Yes ☐ No

Only if "Will alcohol be served?" = Yes:

Is the applicant the only provider or vendor of alcohol at the event?

☐ Yes ☐ No

Only if "Is the applicant the only provider or vendor of alcohol at the event?" = No:

Do all of the other alcohol providers carry liquor liability limits equal to or greater than yours?

☐ Yes ☐ No

Only if "Will alcohol be served?" = Yes:

Is BYOB (bring your own bottle) or self-service of alcohol permitted?

☐ Yes ☐ No

Only if "Will alcohol be served?" = Yes:

Will alcohol be dispensed by a professional bartender or server who has completed a formal alcohol awareness training course?

☐ Yes ☐ No

Only if "Will alcohol be served?" = Yes:

The event will end by:

☐ 10 p.m. ☐ 12 a.m. (midnight) ☐ 1 a.m. ☐ 2 a.m. ☐ After 2 a.m.

Only if "The event will end by:" = After 2:

If after 2 a.m., what time does it end? _____ time

Only if "Will alcohol be served?" = Yes:

In the past five years, has this event had a liquor liability loss?

☐ Yes ☐ No

Will there be any firework displays? *

☐ Yes ☐ No

Only if "Will there be any firework displays?" = Yes:

Name of the pyrotechnician _____

Only if "Will there be any firework displays?" = Yes:

Is the pyrotechnician licensed?

☐ Yes ☐ No

Only if "Will there be any firework displays?" = Yes:

Will the display be conducted by a third party carrying general liability limits of at least \$1,000,000 / \$2,000,000?

☐ Yes ☐ No

Only if "Will there be any firework displays?" = Yes:

Will you be named as an additional insured on that third party's general liability policy?

☐ Yes ☐ No

Only if "Will there be any firework displays?" = Yes:

Will the fireworks be discharged at least 75 feet away from attendees?

☐ Yes ☐ No

Only if "Will there be any firework displays?" = Yes:

Name and address of the person or organization putting on the display

Only if "Will there be any firework displays?" = Yes:

Will fire department and/or ambulance be on hand? (check all that apply)

☐ Fire Department ☐ Ambulance

Only if "Will there be any firework displays?" = Yes:

I understand the Fireworks Warranty (fireworks displayed at least 50 yards from spectators and parking; aimed away from spectators; a test display shot one hour prior; no wet fireworks used; all fireworks USA-sourced; area policed for debris; pyrotechnicians excluded from all liability coverage) will become part of any fireworks liability coverage issued.

☐ I understand and agree

Describe the type of security and measures provided

Who provides security?

☐ Employees of applicant ☐ Local or State Police ☐ Independent firm or contractor ☐ None

Only if "Who provides security?" = Independent:

Is the independent security provider required to carry their own general liability insurance?

☐ Yes ☐ No

Security is:

☐ Armed ☐ Unarmed

How would you like us to contact you?

☐ Call ☐ Email ☐ Text

Attach any documents (venue contract, brochure/flyer, loss runs, layout diagram) - optional

Please attach a copy with this form.

Type your full legal name to sign this application * _____

Your title _____

I confirm the answers above are true and complete to the best of my knowledge. Sending this form does not bind coverage; nothing is in force until confirmed in writing by OKC Insurance Brokers.

Signature

Date