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a division of JD Fulwiler & Co. Insurance
5727 SW Macadam Avenue Portland, OR 97239
877.305.5040 | www.eventinsurancenow.com

**Application for Public Liability**

**Including Festival, Parades, Alcohol**

**Applicant Information**
Applicant Name:

Street Address:

City, State, Zip:      ,      ,

Phone Number:       Email Address:

**Event Information**

Name of Event:

Date of Event:

Time(s) of Event:

Location of Event:

Facility Name:

Facility Street Address:

City, State, Zip:      ,      ,

Description of the Event:

Is this event indoors or outdoors? [ ] Indoors [ ] Outdoors

If outdoors, is the area fenced or enclosed? [ ] Yes [ ] No

Are you responsible for parking? [ ] Yes [ ] No

What is the estimated attendance per day?

What is the price of admission?

Are vendors or trade booths required to have/maintain their own insurance? [ ] Yes [ ] No

Are vendors or trade booths required to provide a certificate of insurance? [ ] Yes [ ] No

What is the number of vendors or trade booths?

What goods are to be displayed?

Are all goods finished products or demonstrations? [ ] Yes [ ] No

Will there be any Exhibitions, Demonstrations, Parades or Pageants? [ ] Yes [ ] No

If yes, please describe:

If the event is outdoors, does the event end ninety minutes prior to sundown? [ ] Yes [ ] No

If no, is there permanent lighting over all spectator’s areas and parking lots? [ ] Yes [ ] No

If a stage is involved, is the stage of temporary or permanent construction?

[ ] Temporary Construction [ ] Permanent Construction
If temporary, who is responsible for set up of stage?

If other than the applicant, is a certificate of insurance provided? [ ] Yes [ ] No

If other than the applicant, is applicant named as an additional insured? [ ] Yes [ ] No

Is temporary lighting involved? [ ] Yes [ ] No

If yes, who is responsible for hook up of lighting?

If other than the applicant, is a certificate of insurance provided? [ ] Yes [ ] No

If other than the applicant, is applicant named as additional insured? [ ] Yes [ ] No

Is a tent involved? [ ] Yes [ ] No

If yes, who is responsible for the set up of tents?

If other than the applicant, is a certificate of insurance provided? [ ] Yes [ ] No

If other than the applicant, is applicant named as additional insured? [ ] Yes [ ] No

Who is providing food and/or drink?

If other than the applicant, is a certificate of insurance provided? [ ] Yes [ ] No

If other than the applicant, is applicant named as additional insured? [ ] Yes [ ] No

Has this event been held in the past by this applicant? [ ] Yes [ ] No

If yes, were there any losses or claims? [ ] Yes [ ] No

If yes, please describe:

Is liquor being served (given away) at this event, not SOLD in anyway? [ ] Yes [ ] No

Is liquor to be sold at this event? [ ] Yes [ ] No

If yes, does the entity selling the alcohol have a state issued permit/license? [ ] Yes [ ] No

If yes, is there a liquor liability policy in-force? [ ] Yes [ ] No

If yes, is the applicant named as an additional insured? [ ] Yes [ ] No

Is the applicant providing any overnight accommodations such as camping? [ ] Yes [ ] No

If yes, please describe:

Who is responsible for providing security:

If other than the applicant, is a certificate of insurance provided? [ ] Yes [ ] No

IF other than the applicant, is applicant named as additional insured? [ ] Yes [ ] No

Is the security provided armed or unarmed?

Does the event involve a parade? [ ] Yes [ ] No

If yes, how many units will there be (each float, band, or car is a unit)?:

Will anything be thrown from the units? [ ] Yes [ ] No

If yes, what will be thrown from the units?

What is the length of the parade in blocks?

Length of time?

What is the estimated number of spectators?

Are fireworks or pyrotechnics to be used? [ ] Yes [ ] No

If yes, please describe:

Will ANY live musical performance have rap, hip hop, punk or heavy metal music?

[ ] Yes [ ] No *(You can verify a band genre by entering their name on* [*www.allmusic.com)*](http://www.allmusic.com))

Has this event been held in the past by the applicant? [ ] Yes [ ] No

If yes, for how many years?

Please describe losses over $5,000:

Has your prior insurance ever been cancelled? [ ] Yes [ ] No

Has your prior insurance ever refused to renew? [ ] Yes [ ] No

**Standard Limits of Liability will be offered.**

$3,000,000 General Aggregate

$1,000,000 Products Aggregate

$1,000,000 Each Occurrence

$1,000,000 Personal/Adv Injury

$100,000 Fire Damage

$ usually excluded Medical Payments

If higher limits of liability or additional coverages are required, please indicate:

**Additional Insured Information (usually the facility hosting the event)**

Name:

Street Address:

City, State, Zip:      ,      ,

Relationship:

Will you require more than one Additional Insured? [ ] Yes [ ] No

If yes, please list name, full street address, and relationship:

**Applicant Signature:**

**Printed Applicant Name:** **Date:**

**Broker Information *(if applicable)***

Agency Name:

Representative:
Email:

Phone Number:

**PLEASE FAX OR EMAIL THE COMPLETED FORM WITH A COPY OF YOUR POLICY TO:**

**email: events@eventinsurancenow.com | fax: 503.977.5848**