



***Take*1**  
**INSURANCE**

A DIVISION OF  
INNOVATION GROWTH  
PARTNERS SPECIALTY, LLC

**APPLICATION**

*For Event/Party Planners and Coordinators*

MANAGED BY:

**SCOTT CARROLL, DIRECTOR OF TAKE 1**

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## Event/Party Planners & Coordinators Supplemental Application

*(Send this along with ACORD applications for all lines)  
(Not for Event Production Service Firm)*

1. Name of Applicant:
2. Address of Applicant:
City, State, Zip Code
3. Does the applicant own or lease (long term) a hall/banquet facility <input type="checkbox"/> Yes <input type="checkbox"/> No  If YES, what is the square footage of the facility _____
4. Types of Events (Show % of annual receipts by type of event):

Event	Percent	Event	Percent
Auto Shows		Open Houses	
Animal Shows		Political Gatherings*	
Athletic Events/Contests*		Proms	
Antiques and Collectibles Shows		Meetings/Seminars: (Under 150 People ) Corporate/Business      _____ Private                      _____ Public                        _____	
Auctions*		Recitals	
Baby or Wedding Showers		Parties – Type: Anniversary                _____ Birthday                    _____ Dinner                      _____ Holiday                     _____ Office                        _____ Sporting Event            _____ Theme                        _____  Other: _____	
Bar/Bat Mitzvahs, Baptisms, Quincerrera			

Event	Percent	Event	Percent
Barbeques		Picnics – Type: Corporate Private	_____ _____
Beauty Pageants		Reunions	
Boat Shows		Rodeo/Bull Fighting*	
Charity Events		RV Shows	
Cocktail Receptions		Speaking Engagements	
Church Gatherings		Talent Shows/Contests	
Computer and/or Electronics Fairs/Shows		Theatrical/Movie Premiers	
Conventions/Trade Shows* (More than 150 people in at- tendance)  Corporate Trade Industry	_____ _____ _____	Weddings and Wedding Recep- tions	
Exhibitions*:  Inside Outside	_____ _____		
Fashion Shows			
Festivals*			
Gun Shows			
Health, Science Fairs			
Home and Garden			

\* Provide separate detailed narrative description of the event

Musical Events			
Event Music Type*	Percentage	Event Music Type*	Percentage
Alternative		Heavy Metal	
Bluegrass		Hip Hop	
Classical or Chamber		Jazz	
Country Western		Rap	
Gospel		R&B	
Gothic		Hard Rock	

\* Provide separate detailed narrative description of the event

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

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

Average attendance per event: \_\_\_\_\_

Maximum daily attendance per event: \_\_\_\_\_

Average length of event (# of days): \_\_\_\_\_

6. Total annual Receipts/Sales: \_\_\_\_\_

Total annual cost of subcontractors: \_\_\_\_\_

Total annual payroll: \_\_\_\_\_

Total number of employees: \_\_\_\_\_

7. Does applicant sponsor or promote any events?  Yes  No

If yes, describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Is applicant involved in other operations or businesses?  Yes  No

If yes, describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Services Provided (Indicate Yes, No or NA)

<b>Additional Services</b>	<b>Performed by Applicant &amp; Employees</b>	<b>Provided by Subcontractors who are hired by applicant</b>	<b>This service is not provided</b>
<b>Automotive Tours</b> – Bus/Jeep/other			
Booking Agent			
<b>Catering</b> – Food & Non alcoholic drink			
<b>Catering</b> – Food & Liquor			
<b>Catering</b> – Liquor Only – Bartender Service			
<b>Consulting Only</b> – No other services provided			
<b>Babysitting</b>			
<b>Fireworks</b>			
<b>Horseback Riding</b>			
<b>Hot Air Balloon Rides</b>			
<b>Maintenance/Janitorial</b>			
Rope Courses			

<b>Additional Services</b>	<b>Performed by Applicant &amp; Employees</b>	<b>Provided by Subcontractors who are hired by applicant</b>	<b>This service is not provided</b>
<b>Security Operations– Type:</b>			
Bodyguard/Personal Security			
Bouncers/Crowd Control			
Doormen			
Parking/Traffic Control			
Watchman			
<b>Shuttle/Taxi/Limo</b>			
<b>Team Building</b>			
<b>Vehicle Valet</b>			

**10. If work subcontracted:**

- Are certificates of insurance required from all subcontractors/vendors?  Yes  No  
 Is applicant added as additional insured on subcontractor’s policy  Yes  No  
 Are limits of liability on subcontractor’s policy equal to or greater than applicant’s?  Yes  No  
 Will applicant ever use UN-insured subcontractors to provide products or services for this event?  Yes  No

**11. Hold Harmless Agreements:**

- Do you (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 third parties harmless?  Yes  No  
 Does Applicant assume, by contract or verbally, responsibility for any injury or damage that may occur during an event?  Yes  No

**12. Equipment**

- Does the applicant Rent, Furnish or Install any of the following equipment?  
 Amusement Devices  Barricades  Bleachers  Dance Floors  Folding chairs/tables  Sound Equipment  
 Staging  Tents  Portable Restrooms  Space Heaters

13. Does Applicant have worker’s compensation coverage in force?  Yes  No  
 Does Applicant lease employees  Yes  No

14. Does Applicant have professional liability coverage in force?  Yes  No

15. Does Applicant have Liquor Liability Coverage in force  Yes  No

16. Does Applicant have a website? If YES, please provide: www: \_\_\_\_\_

17. Attach:

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

Applicant’s Contact Person: \_\_\_\_\_ Phone Number of Contact: \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_