

CIVIC AND CONVENTION CENTERS APPLICATION

SUBMISSION REQUIREMENTS:

- Completed ACORD Application for all submitted lines
- 5 Years Currently Valued Loss Runs for all submitted lines
- Facility Diagram
- Copy of Waivers and Releases
- Copy of Safety Program including Emergency and/or Crisis Response Plan
- Standard Vendor/Subcontractor Contract
- Facility Lease Agreement (if building rented/leased)

GENERAL INFORMATION

Full Named Insured:						
Mailing Address:				City:	State:	Zip:
Physical Address:				City:	State:	Zip:
Entity Type:	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other:	
Email:			Phone:			
Year Established:			In business under current management since:			
Facility is:				<input type="checkbox"/> Owned	<input type="checkbox"/> Leased	
Is a safety manager on premises at all times the facility is open?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the Applicant have a formal safety training program for employees in place?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Advise any other operations Applicant conducts under this name:						<input type="checkbox"/> N/A

EXPOSURE INFORMATION

<i>Provide estimated receipts:</i>		
	Upcoming Year	Prior Year
Ticket/Admission Receipts	\$	\$
Liquor Receipts	\$	\$
Food/Beverage Receipts (excl Liquor)	\$	\$
Parking Receipts	\$	\$
Other Receipts*	\$	\$
Total Gross Receipts	\$	\$
<i>*If Other Receipts, describe:</i>		

<i>Provide estimated exposure information:</i>		
	Upcoming Year	Prior Year
Annual Admissions (count)		
Payroll	\$	\$
Number of event dates		
Venue Capacity: <i>persons</i>		
Permanent Seating Capacity: <i>persons</i>	Total Capacity: <i>persons</i>	

FACILITY INFORMATION

Any storage, treating, discharging, applying, disposing, or transporting hazardous materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any operations sold, acquired, or discontinued in the last five (5) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any structural alterations or demolitions contemplated?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*If so, please advise:</i>	
Machinery, equipment, or attractions rented to others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any watercraft docks (not bumper boats), floats on premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Swimming pool on premises?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*If yes, are all swimming pools and spas compliant with Virginia Graeme Baker Pool and Spa Safety Act?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

<i>Advise who is responsible for the following:</i>				
	Applicant	Facility Owner	Subcontractor	N/A
Building Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inflatables/Amusements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquor Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merchandise/Gift Shop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pyrotechnics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staging/Equipment/Rigging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Answer the following with regards to contracts and certificates of insurance with subcontractors and vendors:</i>				
	Applicant	Sub/Tenant	Mutual	N/A
a. Hold Harmless/Indemnification wording is in favor of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Additional Insured status is in favor of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. COI showing at least \$1M liability limit required by:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIFE SAFETY

Is there cooking on premises? <i>*If yes, answer the following questions.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the cooking area, hood and duct system protected by a fire extinguishing system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Applicant have a written agreement in place for grease removal, hood, duct, and filter cleaning with an outside company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How often is the hood and duct serviced? <input type="checkbox"/> Annually <input type="checkbox"/> Every 6 months <input type="checkbox"/> Quarterly <input type="checkbox"/> Other (explain): Date Last Serviced:	
Indicate any Fire Protection in place: <input type="checkbox"/> Fire Extinguishers <input type="checkbox"/> Sprinklered Facility <input type="checkbox"/> Alarm-Central Station <input type="checkbox"/> Alarm-Local	
Central station burglar alarm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Closed-circuit surveillance cameras?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any medical facilities provided?*	
<i>*If yes, who provides?</i> <input type="checkbox"/> City Paramedics <input type="checkbox"/> Venue Staff <input type="checkbox"/> Contracted Service	
Does Applicant have at least one (1) Automated External Defibrillator?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*If yes, are staff members trained to use it?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does Applicant have backup emergency lighting and/or emergency generators in the event of a power failure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evacuation/egress plan arranged with civil authorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Applicant have an emergency evacuation plan in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are evacuation procedures and floor plans posted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exits clearly marked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are parking lots well-lit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Outdoor Venue: Weather monitoring system in place? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there fencing around the perimeter? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECURITY

If Applicant uses security, complete the following section.

Is there a written training/safety manual in place?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*If yes, are all individuals who work in a security capacity required to provide written acknowledgment of the manual's policies?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who is responsible for security? <input type="checkbox"/> Employees <input type="checkbox"/> Contracted Service/3 rd Party Security Company <input type="checkbox"/> Police	
If Applicant uses <u>Employed Security</u> , advise training and/or licensing requirements: Does Applicant perform background checks on all employed security? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please advise:</i>	

If Applicant uses Contracted Service/Security Company, what limit of liability does the Applicant require? \$

Is the Security Company required to name Applicant as an AI and provide COI? Yes No

Does the security contract require the Security Company to hold Applicant harmless? Yes No

Are Security Armed?*

**If yes, does Applicant and/or third party perform background checks on all armed security?* Yes No

Indicate any other equipment carried or routinely available to security personnel:
 Dogs Flashlights Handcuffs Nightstick Taser/Phaser Other (explain):

Advise maximum security-to-patron ratio: 1 security to _____ patrons

Advise when and for what purposes security is used (ex: 24/7, during all operating hours, weekends, etc.):

EVENT & FACILITY OPERATIONS

Advise event types and provide breakdown by % of annual receipts:

<input type="checkbox"/> After Show Parties	%	<input type="checkbox"/> Motorsports Events	%
<input type="checkbox"/> Auto and RV Shows/Events	%	<input type="checkbox"/> Open Houses	%
<input type="checkbox"/> Animal Shows	%	<input type="checkbox"/> Parades	%
<input type="checkbox"/> Athletic Events/Contests	%	<input type="checkbox"/> Parties	%
<input type="checkbox"/> Baby or Wedding Showers	%	<input type="checkbox"/> Political Gatherings, Events, Meetings	%
<input type="checkbox"/> Bar/Bat Mitzvahs, Baptisms	%	<input type="checkbox"/> Product Promotion and Demos	%
<input type="checkbox"/> Boat Shows	%	<input type="checkbox"/> Recitals	%
<input type="checkbox"/> Charity Dinners/Events	%	<input type="checkbox"/> Religious Events	%
<input type="checkbox"/> Cocktail Receptions	%	<input type="checkbox"/> Speaking Engagements	%
<input type="checkbox"/> Concerts	%	<input type="checkbox"/> Theatre or Movie Showing/Event	%
<input type="checkbox"/> Conventions/Trade Shows	%	<input type="checkbox"/> Touring Events	%
<input type="checkbox"/> Fashion Shows	%	<input type="checkbox"/> Travel/Rewards Trips	%
<input type="checkbox"/> Festivals	%	<input type="checkbox"/> Weddings and Wedding Receptions	%
<input type="checkbox"/> Gun Shows	%	<input type="checkbox"/> Other*	%
<input type="checkbox"/> Meetings/Seminars	%		

**If Other, describe:*

Advise musical/concert events types and provide breakdown by % of annual receipts:

<input type="checkbox"/> Alternative/Indie Rock/Christian	%	<input type="checkbox"/> Jazz/Reggae	%
<input type="checkbox"/> Classical/Easy Listening	%	<input type="checkbox"/> Latin	%
<input type="checkbox"/> Country/Folk	%	<input type="checkbox"/> Pop/Top 40	%
<input type="checkbox"/> Electronic/DJ	%	<input type="checkbox"/> Rock & Roll	%
<input type="checkbox"/> Heavy Metal/Punk	%	<input type="checkbox"/> R&B	%
<input type="checkbox"/> Other (describe):			%

Average attendance per event:	
Maximum daily attendance per day:	
Do any events require Waivers and Releases?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*If yes, provide a copy of the waiver and advise the types of activities/events that require a waiver.</i>	
Indicate type of food services provided: <input type="checkbox"/> Restaurant <input type="checkbox"/> Snack/Juice Bar (no cooking surfaces or fryers)	
<input type="checkbox"/> Vending <input type="checkbox"/> Other (describe):	
Does Applicant use temporary seating or stands?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*If yes, please explain:</i>	

ABUSE OR MOLESTATION

If Abuse or Molestation coverage is requested, please complete the following section.

Does Applicant have custodial responsibility of minors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Applicant conduct any overnight operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Identify the following hiring practices in place:</i>	
Employment applications required for:	<input type="checkbox"/> Staff <input type="checkbox"/> Volunteers
Reference Checks required for:	<input type="checkbox"/> Staff <input type="checkbox"/> Volunteers
Criminal & Sexual Offender records checked for:	<input type="checkbox"/> Staff <input type="checkbox"/> Volunteers
In-Person Interview required for:	<input type="checkbox"/> Staff <input type="checkbox"/> Volunteers
Do any current staff or volunteers have any prior abuse or sexual convictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Applicant have a formal, written Abuse Prevention Program in place?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*If yes, provide a copy.</i>	
<i>*If yes, does it include a supervision plan to monitor staff in day-to-day relationships with patrons?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has Applicant ever had an incident which resulted in an allegation of sexual abuse or molestation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

COMMERCIAL AUTO/HIRED & NON-OWNED AUTO

If Commercial Auto and/or Hired & Non-Owned Auto (HNOA) coverage is requested, please complete the following section.

Does Applicant have any owned vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Applicant allow employees to use their own personal vehicles for business purposes?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>* If yes, how many?</i>	
<i>* If yes, how often?</i>	
Does Applicant confirm all employees driving on its behalf carry at least state minimum personal auto liability limits?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does Applicant rent/lease vehicles to others?*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>*If Yes, provide a List of Vehicles rented and a copy of the rental contract used.</i>	
If HNOA is requested, please provide the following:	
Annual Cost of Hire: \$	Confirm Driver MVRs are screened: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

LOSS INFORMATION

Please explain any losses over \$25,000 (use an additional sheet if necessary).

1.
2.
3.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS QUESTIONNAIRE. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

I further acknowledge that I understand that this information is provided in conjunction with and in addition to the ACORD application(s) referenced above and that the information contained herein is subject to the same notices, disclaimers, warranties, and representations as on the referenced application(s).

Signature of Insured

Title

Click or tap to enter a date.

Date