

SPECIAL EVENT INFORMATION for INSURANCE

1. Name of Event:

2. Name and Address of Location (Make sure the street address of the venue is complete.)

3. Dates:

4. Estimated Attendance:

5. Food/Liquor? If so, who is serving?

6. Is Insured holding any party harmless/does anyone need to be added as an additional insured?

7. Include any contracts or guidelines that assists us in creating the COI.