



association
of **BAY AREA**
Governments

ABAG PLAN CORPORATION

Special Events Liability Insurance Program Manual

2004

driver♦**alliant**
INSURANCE SERVICES

Driver Alliant Insurance Services, Inc.

Special Events

P.O. Box 28323

Santa Ana, CA 92799 - 8323

Tel: (800) 821 - 9283

DEFINITIONS

Tenant/User Event

A “Tenant/User Event” is an event that is held or sponsored by companies, organizations, or individuals that have been permitted to use your premises. Certificates are issued with the user of the facility as the Named Insured, and the Public Entity as the Additional Insured.

Instructor/Recreation Event

An “Instructor/Recreation Event” is an event that is instructional to its participants. Instructors are not employees of the public entity, but provide instructional services for a fee. (Note: Participant coverage requires signed waivers.)

Nominee Event

A “Nominee Event” is an event that is held or sponsored by you, the public entity, or by any department or division, thereof. Coverage can be expanded to cover co-sponsors if desired. This is not a self-rated program. All events must be approved and rated by the insurance company. Certificates are issued by Driver Alliant Insurance Services with the public entity as the Named Insured and the property owner (if other than the public entity) as the Additional Insured.

Concessionaire

A “Concessionaire” is a company, organization, or individual who is permitted to operate a small business, as selling food, newspapers, etc. on your premises as part of a large short-term event. These businesses can only be covered in conjunction with a covered event.

Additional Insured

An “Additional Insured” is a company, organization, entity, group or individual other than the Named Insured who is protected under the terms of the contract. The public entity whose facilities are being used is an Additional Insured on the coverage provided through the Special Event Liability Program.

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SPECIAL EVENT LIABILITY INSURANCE GUIDELINES AND PROCEDURES

This manual affords an overview of the Special Event Liability Insurance Program (which includes the Tenant User Liability Program, Instructor/Recreation Class Liability Program and the Nominee Program for Public Entity Sponsored events), and provides instructions to implement coverage for specific events.

Please note that additional certificates and reporting forms are provided separately for your use, so you need not remove material from this manual.

Should you have any questions or require assistance, please contact us at (800) 821-9283.

Driver Alliant Insurance Services

SPECIAL EVENT PROGRAM SPECIFICATIONS

- INSURED:** Participating Public Entities and their tenant users, of the Driver Alliant Insurance Services Special Event Liability Program (see attached list of participants)
- MAILING ADDRESS:** c/o Driver Alliant Insurance Services
Special Events
P.O. Box 28323
Santa Ana, CA 92799-8323
- POLICY TERM:** January 1, 2004 to January 1, 2006
- RATING:** A Excellent (Financial Size X)
(\$500 mil to \$750 mil)
- CARRIER:** Evanston Insurance Company
- LIMITS:**
- | | |
|--------------|--|
| \$ 2,000,000 | General Aggregate |
| \$ 1,000,000 | Products/Completed Operations
Aggregate (Food Products Only) |
| \$ 1,000,000 | Personal and Advertising Injury |
| \$ 1,000,000 | Each Occurrence |
| \$ 50,000 | Fire Damage |
| \$ 5,000 | Medical Expense |
- All aggregates apply separately to each event**
- COVERAGE:** Combined Single Limit of Liability for Bodily Injury and Property Damage Per Occurrence and Aggregate as shown above. Coverage includes:
- Lessees, Instructors or Event Holder as Named Insured
 - “Primary & Non Contributory” wording as respects the Public Entity
 - Volunteer Employee’s as insureds
 - Entity or Venue Owner as Additional Insured
 - Premises and Products/Completed Operations Liability
 - Personal and Advertising Injury
 - Fire Damage and Medical Payments

OPTIONAL COVERAGE:
(Subject to additional Premium/Conditions)

- Liquor Liability with Payment of Additional Premium
- Athletic Participants included with underwriter's approval and signed waiver
- Vendors, Exhibitors and Concessionaires included with payment of additional premium

MAJOR EXCLUSIONS:
(Including but not limited to)

- Automobile Liability
- Property Damage to Entity Premises, or Property of Others in the Care, Custody and Control of the Insured
- Asbestos
- Workers' Compensation
- Collapse of Tents and Concert Limitations
- Performer and Crew with No Coverage for Injury to or by Performer or Crew (Concerts Only)
- Sexual Abuse and Molestation
- Communicable Disease
- Assault and Battery
- Terrorism
- Toxic Mold
- Punitive Damages
- Breach of Contract and Independent Contractors

EXCLUDED EVENTS:

- Circus and Carnivals
- Mechanical Amusement Devices
- Motorized Sporting Events
- Tractor/Truck Pulls
- Boxing, Wrestling, Hockey, Contact Karate and Professional Sporting Events (Without prior underwriter approval)
- Aircraft and Balloon Events
- Pyrotechnical Uses and Fireworks Shows (Does not apply to spectators)
- Rap Concerts (Without prior underwriter approval)
- Heavy Metal Concerts (Without prior underwriter approval)
- Moonbounces and Trampolines
- Hip-Hop Concerts
- Alternative Music Concerts
- Athletic Participation for League Based Events
- Veterinary Legal Liability
- Rodeos and Roping Events (Including Practice without prior underwriter approval)

DEDUCTIBLE: None

REPORTING: Reporting Form and Certificates of Insurance to be submitted on a Quarterly basis, together with premium payment.

HAZARD SCHEDULES/RATES: See Following

NOTE: **PLEASE REFER TO POLICY FOR SPECIFIC TERMS, CONDITIONS & EXCLUSIONS**

BROKER: **DRIVER ALLIANT INSURANCE SERVICES,
NEWPORT BEACH, CA**
Rennetta Poncy, Account Executive
Mary Ellen Ewert, Account Manager
Penny De Witt, Account Administrator

SUBJECT TO POLICY TERMS, CONDITIONS AND EXCLUSIONS

□ □ □ □ □

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations.

Insurance brokerages such as Driver Alliant typically rely upon rating agencies for this type of market analysis. Both *A.M. Best and **Standard and Poor have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at www.ambest.com

For additional information regarding insurer financial strength ratings visit Standard and Poor's website at www.insure.com/ratings/profiles

To learn more about companies doing business in California, visit the California Department of Insurance website at www.insurance.ca.gov

PROGRAM PROCEDURES FOR INSUREDS

1. Secure appropriate details of the event/class from the lessee/instructor, which will allow you to:
2. Classify the event/class in accordance with the schedule of Hazard/Classifications and...
3. Based upon number of days of the event/class, attendance, and hazard schedule , calculate the premium using the rate schedule.
 - **Events that are more than one day, can be rated based upon total attendance.**
4. Collect the premium from the lessee/instructor. Checks should be made payable to the Public Entity.
5. Issue a Certificate of Insurance to the lessee/instructor.

TO ISSUE CERTIFICATES (See Sample Form)

- Complete event holder in full; include name and address of person or group using facilities
- Include date certificate was issued (on bottom left hand side)
- Include all information under "Event/Class Information" section
- List name and address of any other Additional Insureds
- Attach a claim reporting instruction sheet to each certificate given to each event holder.

ORDER OF HANDLING CERTIFICATES

- Give original to the event holder. Send one copy to Driver Alliant Insurance Services, with quarterly report. Keep one copy with the permit and note certificate information on reporting form.
- Include only owners, lessors, or managers of premises as additional insured by typing their name(s) on the certificate of insurance.
- If vendors, exhibitors or concessionaires are to be included as additional insured attach a separate page listing the name, mailing address, phone number and contact person of all vendors, exhibitors and concessionaires at the event.
- **IF AN EVENT IS CANCELLED:** Request the original certificate from the permit holder, indicate on the quarterly report that the event was cancelled and, if possible, include the original certificate with quarterly report.

PROGRAM PROCEDURES FOR INSUREDS

(Continued)

6. REPORTING PROCEDURES

- The special event reporting form should always be mailed to Driver Alliant Insurance Services, by the 10th of the month following the end of each quarter together with copies of certificates issued during that quarter and a check, payable to Driver Alliant Insurance Services, for the total premium charged. **If this deadline cannot be met, Driver Alliant Insurance Services must be contacted.**
- If we do not receive your quarterly report by its due date, we will send a “Late Notice” to notify you that your “Reporting Form and Certificates” need to be in our office within 10 days. **If we do not receive your report we will determine that NO Special Event Insurance was sold for the quarter. No further notices will be sent to remind you and no insurance coverage will be available or provided for the quarter.**

Mail reports, certificates and payments to:

**Driver Alliant Insurance Services
Special Events
P.O. Box 28323
Santa Ana, Ca 92799-8323**

TENANT/USER PROGRAM HAZARD SCHEDULE I

- | | |
|--|--|
| ANTIQUÉ SHOWS | GARDEN SHOWS |
| ART FESTIVALS | GRADUATIONS |
| ART SHOWS | GUN & KNIFE SHOWS |
| AUCTIONS | GYMNASTIC COMPETITIONS |
| AUTO SHOWS | HARVEST FESTIVALS |
| AWARDS PRESENTATIONS | HOME SHOWS |
| BALLETS | HOUSING SHOWS |
| BANQUETS | ICE SKATING SHOWS |
| BAZAARS | INSTRUCTIONAL CLASSES (NON-
MECHANICAL) |
| BEAUTY PAGEANTS | LADIES CLUB EVENTS |
| BINGO GAMES | LECTURES |
| BOAT SHOWS | LUNCHEONS |
| BODY BUILDING CONTESTS | MEETINGS (INDOORS) |
| BUSINESS MEETINGS | MOBILE HOME SHOWS |
| BUSINESS SHOWS | MOTION PICTURE THEATERS |
| CELEBRATIONS | (1) MUSICALS (NOT ROCK) |
| CHAMBERS OF COMMERCE EVENTS | OPERAS |
| CHARITY BENEFITS, AUCTIONS/SALES | OPERETTAS |
| CINEMAS | ORGANIZED SIGHT-SEEING TOURS |
| CIVIC CLUBS & GROUP MEETINGS | OUTINGS |
| CLASSICAL MUSIC CONCERTS | OVERNIGHT CAMPING |
| (1) CONCERTS, INDOOR (UNDER
1,500) | PAGEANTS |
| CONSUMERS SHOWS | PARTIES |
| CONVENTIONS IN BUILDINGS | PLAYS |
| CRAFT SHOWS | PROMS |
| DANCE SHOWS(Incl rehearsals & dancers) | RV SHOWS |
| DEBUTANTE BALLS | SCOUTING JAMBOREES |
| DINNER THEATERS | SEMINARS |
| DRILL TEAM EXHIBITIONS | SOCIAL RECEPTIONS |
| EDUCATIONAL EXHIBITIONS | SPEAKING ENGAGEMENTS |
| ELECTRONICS CONVENTIONS | SYMPHONY CONCERTS |
| EXHIBITIONS | TELECONFERENCES |
| EXHIBITS IN BUILDINGS | TELETHONS |
| EXPOSITIONS - CAPACITY | THEATRICAL STAGE PERFORMANCES |
| FASHION SHOWS | TRADE SHOWS IN BUILDINGS |
| FISHING EVENTS | VACATION SHOWS |
| FLOWER SHOWS | WEDDINGS & RECEPTIONS |

(1) REQUIRES PRIOR COMPANY APPROVAL

NOTE:

Athletic participant's coverage requires prior company approval and signed waiver(s).

**TENANT/USER PROGRAM
HAZARD SCHEDULE II**

- | | |
|---|---|
| AEROBICS & JAZZERCISE CLASSES | OLD TIMERS EVENTS |
| ANIMAL TRAINING | (1) PARADES (UNDER 500 SPECTATORS) |
| (1) BLOCK PARTIES/STREET CLOSURES (EXCLUDING BLEACHERS) | PICNIC GROUNDS WITHOUT POOLS OR LAKES |
| (1) CONCERTS OUTDOOR (NOT ROCK, UNDER 1,500 ADMISSIONS) | (1) POLITICAL RALLIES |
| (1) CORPORATE EVENTS (WITH LIQUOR) | (1) QUINCENERAS |
| DANCES AND PARTIES | RELIGIOUS ASSEMBLIES |
| DEBUTS | REUNIONS |
| DOG SHOWS | RUMMAGE SALES |
| EVANGELISTIC MEETINGS | SCHOOL BANDS |
| EXHIBITIONS (OUTDOOR) | SEANCES |
| FOOD CONCESSIONS | SIDEWALK SALES |
| HORSE SHOWS | SOAP BOX DERBIES |
| HOTEL SHOWS | SOCIAL GATHERINGS (OUTDOORS) |
| JAM & JAZZ SESSIONS | (1) STATE AND COUNTRY FESTIVALS AND FAIRS |
| JOB FAIRS | (1) STREET FAIRS |
| MARATHONS (WALKING, RUNNING, ETC.) | SWAP MEETS |
| MEETINGS (OUTDOORS) | TRADE SHOWS (OUTDOORS) |
| NIGHT CLUB SHOWS | VOTER REGISTRATION |

(1) REQUIRES PRIOR COMPANY APPROVAL

NOTE:

Athletic participant's coverage requires prior company approval and signed waiver(s).

**TENANT/USER PROGRAM
HAZARD SCHEDULE III**

- | | |
|-----------------------------------|------------------------------------|
| ANIMAL ACTS/SHOWS | LIVE ENTERTAINMENT |
| ARCADES | LIVESTOCK SHOWS |
| (1,2) BASEBALL | (1) PICNIC GROUNDS WITH POOLS OR |
| (1,2) BASKETBALL | LAKES (EXCLUDING SWIMMING |
| BICYCLE RALLIES | OR DIVING LESSONS) DISTANCE |
| (1) CARNIVALS (NO RIDES) | FROM WATER REQUIRED |
| CASINO & LOUNGE SHOWS | (1) PROMOTERS (SUBJECT TO SPECIAL |
| (1) CONCERTS (ROCK - UNDER 5,000) | RATING) |
| COUNTRY WESTERN EVENTS | RECREATIONAL EVENTS |
| (1) ETHNIC CELEBRATIONS | SKI EVENTS |
| (1) FILM PRODUCTION (NON-ACTION) | (1,2) SOCCER |
| HEADS OF STATE EVENTS | (1,2) SOFTBALL |
| (1,2) JUNIOR ATHLETIC GAMES | (1,2) SPORTING EVENTS IN BUILDINGS |
| NON CONTACT MARTIAL ARTS | (NON-PROFESSIONAL) |
| KIDDIELANDS (NO RIDES) | (1,2) TENNIS, HANDBALL & |
| | RACQUETBALL COURTS |
| | THEATRICAL ROAD SHOWS |
| | UNION MEETINGS |
| | ZOOS |

- (1) **REQUIRES PRIOR COMPANY APPROVAL**
- (2) **LEAGUE BASED EVENTS ARE EXCLUDED**

NOTE:

Athletic participant's coverage requires prior company approval and signed waiver(s).

TENANT USER EVENT RATES
January 1, 2004 to January 1, 2006

PREMIUMS:

CLASS I		CLASS II		CLASS III	
ATTENDANCE	PREMIUM	ATTENDANCE	PREMIUM	ATTENDANCE	PREMIUM
1-100	\$ 83.32	1-100	\$ 122.46	1-100	\$ 194.42
101-500	\$ 116.15	101-500	\$ 213.36	101-500	\$ 342.13
501-1500	\$ 174.22	501-1500	\$ 252.50	501-1500	\$ 451.97
1501-3000	\$ 225.98	1501-3000	\$ 420.41	1501-3000	\$ 710.78
3001-5000	\$ 342.13	3001-5000	\$ 536.56	3001-5000	\$ 872.38
5000 +	To Be Determined	5000 +	To Be Determined	5000 +	To Be Determined

RATES ARE SUBJECT TO UNDERWRITER REVIEW ON JANUARY 1, 2005

RATES INCLUDE TAXES & FEES.
RATES ARE APPLICABLE PER DAY.

FOR MULTIPLE DAYS:

- Total the attendance for all days of the event. Refer to rates and charge the premium corresponding to the **total** attendance. **Events over five days require underwriting approval.** Please submit information to Driver Alliant Insurance Services Associates
- **Alcoholic Beverage premiums are to be separately calculated for each day.** Liquor Legal Liability is included in the policy by separate endorsement.
- Multiple Day Event: Days used exclusively to "set up" or "take down" are to be reported on the Quarterly Report as "set up" or "take down" day. Include the "set up" and/or "take down" day as insured days on the coverage certificate.

ONE DAY EVENT RATING EXAMPLE:

Wedding with 250 people: Refer to Hazard Schedule I "Weddings"	Attendance Category: 101-500	Total Premium: \$116.15
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MULTIPLE DAY EVENT RATING EXAMPLE:

Events of two or more **consecutive** days:

5 Day Antique Show with 100 people each day: Refer to Hazard Schedule I "Antique Shows" Total Attendance 500.	Attendance Category: 101-500	Total Premium: \$116.15
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TENANT USER EVENT RATES (Continued)

CONCESSIONAIRE RATE ENDORSEMENT:

	<u>Premium</u>	
Exhibitors - No Sales	\$45.45	Per Day/Per Exhibitor
Concessionaires - Non Food Sales	\$84.58	Per Day/Per Concessionaire
Concessionaires - Food Sales	\$77.01	Per Day/Per Concessionaire

These rates are only available in conjunction with a scheduled event.

LIQUOR LEGAL LIABILITY:

Alcoholic beverages served charge **\$65.65 premium for each day** of event of Hazard I only.
Rate includes taxes and fees.

Hazard Classes II and III require prior company approval.

Liquor Legal Liability coverage is only available in conjunction with a scheduled event.

NOTE:

Exhibitors and Concessionaires coverage is only available in conjunction with a scheduled event.

INSTRUCTOR/RECREATION CLASS CLASSIFICATIONS

SCHEDULE OF HAZARD/RISK CLASSIFICATIONS I (Low/Minimum Hazard Risk)

ARTS AND CRAFTS	LANGUAGE
CALLIGRAPHY	MUSIC
CHESS	READING
COINS	SEWING
COMPUTER/COOKING	STAMPS
CLUB MEETINGS	

SCHEDULE OF HAZARD/RISK CLASSIFICATIONS II (Medium/Minimum Hazard Risk)

AEROBICS	HEALTH AND FITNESS (NON-SPORTS)
BALLET	JAZZ
BEAUTY	MODELING
CHEERLEADING	SELF-IMPROVEMENT
DANCE	TAP
DOG TRAINING	YOGA

SCHEDULE OF HAZARD/RISK CLASSIFICATIONS III (Moderate Hazard/Increased Exposure/Average Risk)

BASEBALL	
BOWLING	NON-CONTACT SPORTS
GOLF	TENNIS
GYMNASTICS	(1) SWIMMING

(1) REQUIRES PRIOR COMPANY APPROVAL

NOTE: Participant coverage requires signed waivers.

INSTRUCTOR/RECREATION CLASS RATES
January 1, 2004 to January 1, 2006

PREMIUMS:

CLASS I		CLASS II		CLASS III	
ATTENDANCE	PREMIUM	ATTENDANCE	PREMIUM	ATTENDANCE	PREMIUM
1-100	\$ 84.58	1-100	\$ 109.83	1-100	\$ 207.05
101-500	\$ 122.46	101-500	\$ 174.22	101-500	\$ 335.82
501-1500	\$ 167.91	501-1500	\$ 225.98	501-1500	\$ 459.55
1501-3000	\$ 219.68	1501-3000	\$ 374.96	1501-3000	\$ 665.33
3001-5000	\$ 335.83	3001-5000	\$ 503.73	3001-5000	\$ 753.71
5000 +	To Be Determined	5000 +	To Be Determined	5000 +	To Be Determined

RATES ARE SUBJECT TO UNDERWRITER REVIEW ON JANUARY 1, 2005

RATES INCLUDE TAXES & FEES.

RATES ARE APPLICABLE PER TOTAL CLASS ATTENDANCE.

FOR MULTIPLE DAYS:

- Total the attendance for all days of the class. Refer to rates and charge the premium corresponding to the **total** attendance.

ONE DAY CLASS RATING EXAMPLE:

Cooking Seminar with 250 people: Refer to Hazard Schedule I "Computer/Cooking"	Attendance Category: 101-500	Total Premium: \$122.46
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MULTIPLE DAY CLASS RATING EXAMPLE:

20 Art Class Meetings with 10 people enrolled: Refer to Hazard Schedule I "Arts and Crafts" Total Attendance 200.	Attendance Category: 101-500	Total Premium: \$122.46
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NOMINEE PROGRAM/ENTITY SPONSORED EVENTS

THIS IS A LIST OF ENTITY SPONSORED EVENTS THAT MAY BE COVERED.

ALL EVENTS MUST BE SUBMITTED TO DRIVER ALLIANT INSURANCE SERVICES FOR APPROVAL AND RATING.

HAZARD CLASS I:

ART SHOW/EXHIBITS	LECTURES
AWARDS PRESENTATIONS/ CEREMONIES	MEETINGS
BALLETS	RECITALS
BANQUETS	REUNIONS
BEAUTY PAGEANTS	SIDEWALK SALES
CRAFT SHOWS	THEATRICAL PLAYS/MOVIES
DEBUTS	SOCIAL RECEPTIONS
FUND RAISERS	
GRADUATIONS	
JOB FAIRS	

HAZARD CLASS II:

ARCADES	DANCES AND PARTIES
BASEBALL	PICNICS
BASKETBALL	PROMS
GYMNASTICS	SYMPHONY CONCERTS
HANDBALL	PARADES (UNDER 1,000 SPECTATORS)
SOFTBALL	FAIRS AND FESTIVALS
TENNIS COMPETITIONS	SWAP MEETS/RUMMAGE SALES
CARNIVALS (NO RIDES)	
DANCE SHOWS	

Below is a list of some information that may be required to underwrite your Nominee Event:

Event Name	Location of Event	Is Liquor Coverage
Date(s)	Additional Insureds if Any	Needed
Hours	Attendance and Ages	Will there be
Nature of Event	Joint Sponsor(s) if Any	Concessionaires
		Will there be Fire Works
		Will there be Carnival
		Rides

**SPECIAL EVENT REPORTING FORM
FOR QUARTER:**

DUE NOT LATER THAN JULY 10, 2004

Individual member City of Anytown
Effective on or after 1/1/04 **12:01 A.M. Standard time, this endorsement forms part of Policy No.** ABC 123
Expiration Date 1/1/06, **Issued to** _____
In consideration of an Additional Premium of _____, **it is understood and agreed that all events for the period of** _____
(current quarter) are herein declared. It is further agreed that coverage is not afforded for any event not declared to the Company.

Cert. No.	Event/Class Date(s)	Type of Event/Class	Attendance	Hazard Class	Rate per Day	# of Days	Alcohol (Y or N)	Program Type T = Tenant/ Users I = Instructor N = Nominee	Basic Premium	Indicate Optional Coverages A = Alcohol C = Concessionaires AI = Additional Insureds	Additional Premium for Optional Coverages	Total Premium
RFD	1. 8/10/00	Driver Club Mtg.	25	1	\$ 65	1	No	T	\$ 65	None	N/A	\$ 65
	2. 8/20/00	Smith Wedding	200	1	\$ 90	1	Yes	T	\$ 90	A	\$ 50	\$140
	3.											
	4.											
	5.											
	6.											
	7.											
	8.											
	9.											
	10.											
TOTALS FOR THIS PAGE												\$205.00

Copies of all certificates of insurance issued for the period must be attached to this report.

Page ___ of ___

SIGNATURE: _____ DATE: 7/10/04

TOTAL FOR ALL PAGES	
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Mail reports, certificates and payment to: Driver Alliant Insurance Services
Special Events
P.O. Box 28323
Santa Ana, CA 92799-8323

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I, LAST, FIRST, MIDDLE fully understand that my participation in the _____ (hereinafter "event/class") exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue _____* for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of _____* or _____ other participants in the event/class.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless _____* from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Date: _____

Signature

Parent/Guardian if under age 18

* Insert name of Event Holder/Instructor and Entity

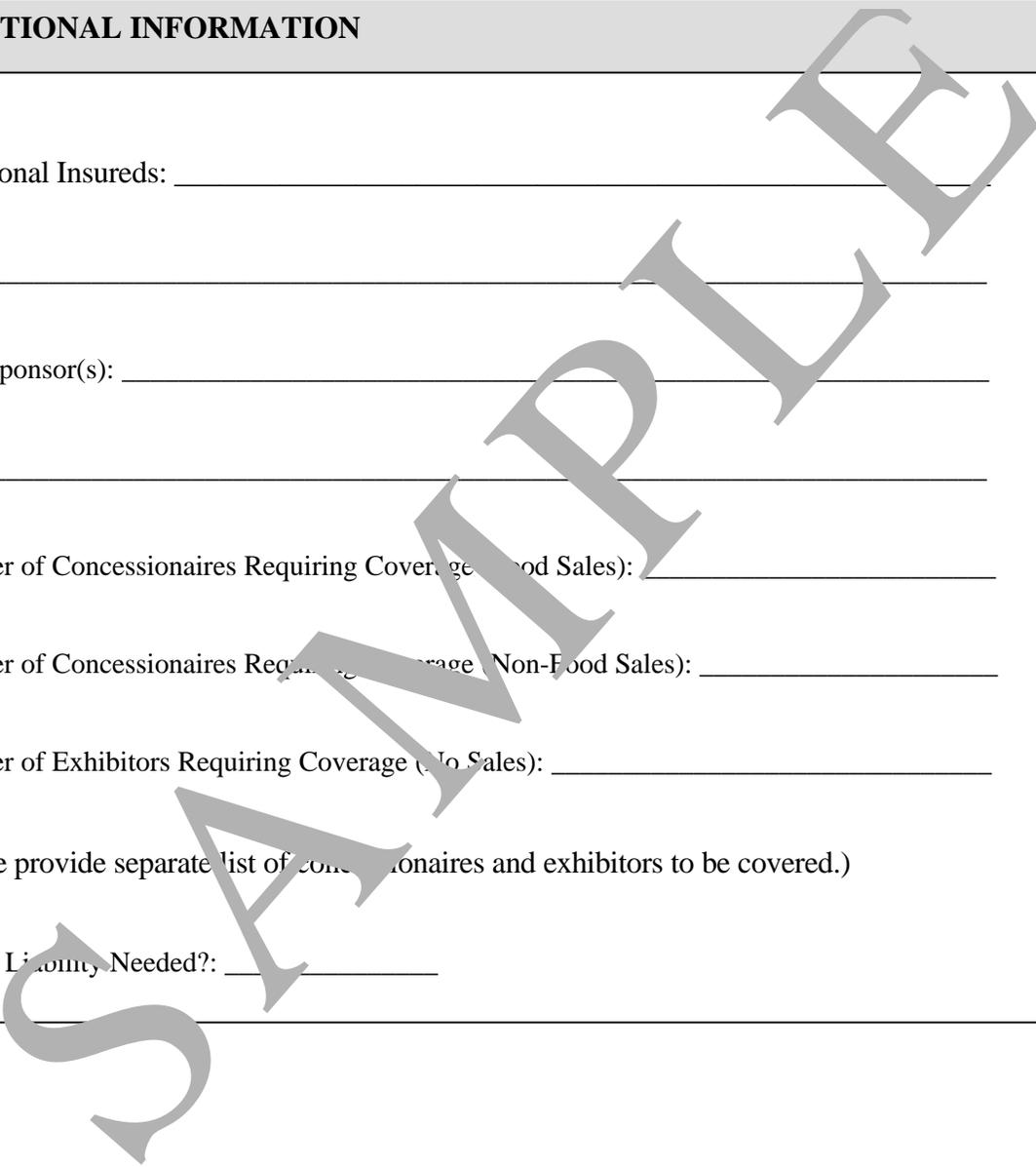
SPECIAL NOTE: This form is a sample for your information only. This specific form is not required, although a similar Liability Waiver form is required. If you have a similar form already in use, please feel free to continue using it.

NOMINEE EVENT APPLICATION

Please fax the completed form attn: Special Events at (949) 251-1663. Please send at least 10 days in advance of the event. If you do not receive a completed proposal within 48 hours, please call Penny DeWitt at (949) 660-8163 for status. (An email version of this form is also available upon request.)

MEMBER INFORMATION	
Member Name: _____	
Contact: _____	
Phone Number: _____	Fax Number: _____
Email Address: _____	
EVENT INFORMATION	
Name of Event: _____	
Description of Event: _____ _____	
Are Fireworks Included?: _____	Carnival Rides?: _____
Date(s): _____	Hour(s): _____
Location: _____	
Attendance (Per day): _____	
Ages of Attendees: _____	

ADDITIONAL INFORMATION
Additional Insureds: _____ _____
Joint Sponsor(s): _____ _____
Number of Concessionaires Requiring Coverage (Food Sales): _____
Number of Concessionaires Requiring Coverage (Non-Food Sales): _____
Number of Exhibitors Requiring Coverage (No Sales): _____
(Please provide separate list of concessionaires and exhibitors to be covered.)
Liquor Liability Needed?: _____



PLEASE REPORT ANY INJURIES OR INCIDENTS WHICH OCCURRED DURING USE OF FACILITIES TO:

**CLAIMS DEPT.
DRIVER ALLIANT INSURANCE SERVICES
600 MONTGOMERY STREET, 9TH FLOOR
SAN FRANCISCO, CA 94111
PH. (877) 725-7695
FAX (415) 403-1466**

BE SURE TO INCLUDE THE FOLLOWING:

- **NAME OF THE EVENT HOLDER**
- **NAME OF THE PUBLIC ENTITY**
- **DATE OF THE OCCURRENCE**
- **COPY OF THE CERTIFICATE**