

## **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

## **DEFINITIONS**

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### **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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Specimen Policy Form

## SPECIAL EVENT SUMMARY OF INSURANCE

**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, 2006 to January 1, 2007

**RATING:** A Excellent (Financial Size XII)  
(\$1 billion to \$1.25 billion)

**CARRIER:** Evanston Insurance Company

**LIMITS:**

\$ 2,000,000	General Aggregate
\$ 1,000,000	Products/Completed Operations Aggregate ( <b>Food Products Only</b> )
\$ 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
- Assault and Battery
- Terrorism
- Toxic Mold
- Punitive Damages

**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)
- Heavy Metal Concerts and Alternative Music Concerts  
(Without prior underwriter approval)
- Moonbounces and Trampolines
- Hip-Hop Concerts and Rap Concerts (Without prior underwriter approval)
- 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, Vice President  
Mary Ellen Ewert, Unit Manager  
Penny De Witt, Account Administrator  
Patricia Guisler, Assistant Account Administrator

**SUBJECT TO POLICY TERMS, CONDITIONS AND EXCLUSIONS**

" Commissions are customarily paid by the insurance carriers to their agents and to brokers as a percentage of premiums. In addition to the commissions that Driver Alliant receives, its related entity, Alliant Specialty Insurance Services, Inc. ("ASIS") may receive compensation from Driver Alliant and/or the carrier for providing underwriting services. The financial impact of the compensation received by ASIS is a cost included in the premium. Additionally, the related entities of Driver Signature Services and/or Strategic HR may receive compensation from Driver Alliant and/or the carrier for providing designated, value-added services. Services contracted for by the client directly will be invoiced accordingly. Otherwise, services will be provided at the expense of Driver Alliant and/or the carrier. Further information is available upon written request directed to: Driver Alliant Insurance Services, Attention: Chief Operating Officer, 1620 Fifth Avenue, San Diego, CA 92101. "



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](http://www.ambest.com)

For additional information regarding insurer financial strength ratings visit Standard and Poor's website at [www.insure.com/ratings/profiles](http://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](http://www.insurance.ca.gov). For other states visit the individual state Department of Insurance.

## **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, attendances, and hazard schedule, calculate the premium using the rate schedule.
  - **Events that are more than one day can be rated based upon total attendance for all days.**
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)**

- Assign certificate number (Example Certificate No: 1)
- Include Public Entity name (Top right corner)
- Complete event holder in full; include name and address of person or group using facilities
- Include date certificate was issued (at bottom of certificate)
- 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**

### 7. CLAIMS REPORTING

Claims should be filed with our San Francisco Claims Department.  
Please provide the following items to file a claim:

- 1) Name of the Event Holder
- 2) Name of the Public Entity
- 3) Date of the occurrence
- 4) Copy of the certificate

Phone (877) 725-7695  
Fax (415) 497-6762

**Claims will require all of the above in order to process the claim filed.  
See Claims information form included in the back of the manual.**

## **TENANT/USER PROGRAM HAZARD SCHEDULE I**

- |   |   |
|---|---|
| ANTIQUÉ SHOWS<br>ART FESTIVALS<br>ART SHOWS<br>AUCTIONS<br>AUTO SHOWS (No Auto Coverage)<br>AWARDS PRESENTATIONS<br>BALLETS<br>BANQUETS<br>BAZAARS<br>BEAUTY PAGEANTS<br>BINGO GAMES<br>BOAT SHOWS<br>BODY BUILDING CONTESTS<br>BUSINESS MEETINGS<br>BUSINESS SHOWS<br>CHAMBERS OF COMMERCE EVENTS<br>CHARITY BENEFITS, AUCTIONS/SALES<br>CINEMAS<br>CIVIC CLUBS & GROUP MEETINGS<br>CLASSICAL MUSIC CONCERTS<br>(1) CONCERTS, INDOOR (UNDER 1,500)<br>CONSUMERS SHOWS<br>CONVENTIONS IN BUILDINGS<br>CRAFT SHOWS<br>DANCE SHOWS (Incl rehearsals & dancers)<br>DEBUTANTE BALLS<br>DINNER THEATERS<br>DRILL TEAM EXHIBITIONS<br>EDUCATIONAL EXHIBITIONS<br>ELECTRONICS CONVENTIONS<br>EXHIBITIONS (In Buildings)<br>EXHIBITS IN BUILDINGS<br>EXPOSITIONS (In Buildings)<br>FASHION SHOWS<br>FISHING EVENTS<br>FLOWER SHOWS<br>GARDEN SHOWS<br>GRADUATION CEREMONY<br>GUN & KNIFE SHOWS<br>GYMNASTIC COMPETITIONS<br>HARVEST FESTIVALS | HOME SHOWS<br>HOUSING SHOWS<br>ICE SKATING SHOWS<br>INSTRUCTIONAL CLASSES (NON-MECHANICAL)<br>LADIES CLUB EVENTS<br>LECTURES<br>LUNCHEONS<br>MEETINGS (INDOORS)<br>MOBILE HOME SHOWS<br>MOTION PICTURE THEATERS<br>(1) MUSICALS (NOT ROCK)<br>OPERAS<br>OPERETTAS<br>ORGANIZED SIGHT-SEEING TOURS<br>(No Auto coverage)<br>OUTINGS<br>OVERNIGHT CAMPING<br>PAGEANTS<br>PARTIES/CELEBRATIONS— <b>No liquor</b><br>(Chinese New Year, Pow Wow, Vietnamese Festival, etc.)<br>PICNIC GROUNDS WITHOUT<br>POOLS OR LAKES<br>PLAYS<br>PROMS<br>RELIGIOUS ASSEMBLIES<br>(Church Services, Bible Study, Revivals)<br>RV SHOWS<br>SCOUTING JAMBOREES<br>SEMINARS<br>SPEAKING ENGAGEMENTS<br>SOCIAL GATHERINGS (Indoors)<br>SYMPHONY CONCERTS<br>TELECONFERENCES<br>TELETHONS<br>THEATRICAL STAGE PERFORMANCES<br>TRADE SHOWS IN BUILDINGS<br>VACATION SHOWS<br>WEDDINGS & RECEPTIONS |
|---|---|

**(1) REQUIRES PRIOR COMPANY APPROVAL  
DECLINE OF EVENTS COULD BE DUE TO THE ATTENDANCE SIZE OR  
LEVEL OF PERFORMERS.**

**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                     |
| (1) BLOCK PARTIES/STREET CLOSURES           | SPECTATORS)                                |
| (EXCLUDING BLEACHERS)                       | PICNIC GROUNDS WITH POOLS OR               |
| (1) CONCERTS OUTDOOR (NOT ROCK,             | LAKES (EXCLUDING SWIMMING                  |
| UNDER 1,500 ADMISSIONS)                     | OR DIVING LESSONS) OVER 150 FEET           |
| (1) CORPORATE EVENTS ( <b>With Liquor</b> ) | FROM WATER(NO UNDERWRITER                  |
| DANCES                                      | APPROVAL REQUIRED)                         |
| DEBUTS                                      | PARTIES/CELEBRATIONS( <b>With Liquor</b> ) |
| DOG SHOWS                                   | (Chinese New Year, Pow Wow, Vietnamese     |
| EVANGELISTIC MEETINGS                       | Festival, etc.)                            |
| EXHIBITIONS (OUTDOORS)                      | (1) POLITICAL RALLIES                      |
| EXHIBITS (OUTDOORS)                         | REUNIONS                                   |
| EXPOSITIONS (OUTDOORS)                      | RUMMAGE SALES                              |
| FOOD CONCESSIONS                            | SCHOOL BANDS                               |
| GRAD NIGHT (University only)*               | SEANCES                                    |
| HORSE SHOWS                                 | SIDEWALK SALES                             |
| HOTEL SHOWS                                 | SOAP BOX DERBIES                           |
| JAM & JAZZ SESSIONS                         | SOCIAL GATHERINGS (OUTDOORS)               |
| JOB FAIRS                                   | (1) STATE AND COUNTRY FAIRS                |
| MARATHONS (Walking, Running etc.)           | (1) STREET FAIRS                           |
| MEETINGS (OUTDOORS)                         | SWAP MEETS                                 |
| NIGHT CLUB SHOWS                            | TRADE SHOWS (OUTDOORS)                     |
|   | VOTER REGISTRATION                         |

**\* HIGH SCHOOL GRAD NIGHTS ARE EXCLUDED**

**(1) REQUIRES PRIOR COMPANY APPROVAL**

**DECLINE OF EVENTS COULD BE DUE TO THE ATTENDANCE SIZE OR LEVEL OF PERFORMERS.**

**NOTE:**

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

**Liquor Legal Liability for Hazard Group II must be submitted for underwriter approval. See Page 10 and 11 for details**

**TENANT/USER PROGRAM  
HAZARD SCHEDULE III**

- |                                   |   |
|-----------------------------------|---|
| ANIMAL ACTS/SHOWS                 | (1) PICNIC GROUNDS WITH POOLS OR LAKES (Excluding Swimming or Diving Lessons) Under 150 Feet from water |
| ARCADES                           |   |
| (1) BASEBALL                      |   |
| (1) BASKETBALL                    | (1) PROMOTERS (Subject to Special Rating)   |
| BICYCLE RALLIES                   | RECREATIONAL EVENTS   |
| (1) CARNIVALS (NO RIDES)          | SKI EVENTS/DEMOS  |
| CASINO & LOUNGE SHOWS             |   |
| (1) CONCERTS (ROCK - UNDER 5,000) | (1) SOCCER  |
| COUNTRY WESTERN EVENTS            | (1) SOFTBALL  |
| (1) FILM PRODUCTION (NON-ACTION)  | (1) SPORTING EVENTS IN BUILDINGS (Non-Professional)   |
| HEADS OF STATE EVENTS             |   |
| (1) JUNIOR ATHLETIC GAMES         | (1) TENNIS HANDBALL & RACQUETBALL COURTS  |
| NON CONTACT MARTIAL ARTS          | THEATRICAL ROAD SHOWS   |
| KIDDIELANDS (NO RIDES)            | UNION MEETINGS  |
| LIVE ENTERTAINMENT                | ZOOS  |
| LIVESTOCK SHOWS                   |   |
- (1) **REQUIRES PRIOR COMPANY APPROVAL**

**DECLINE OF EVENTS COULD BE DUE TO THE ATTENDANCE SIZE OR LEVEL OF PERFORMERS.**

**NOTE:**

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

**Liquor Legal Liability for Hazard Group III must be submitted for underwriter approval. See Page 10 and 11 for details**

**TENANT USER EVENT RATES**  
**January 1, 2006 to January 1, 2007**

**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, 2007**

**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.

**Note: Liquor Legal Liability for Hazard Groups II and III require underwriter approval. See Page 11 for details.**

- 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	\$30.00	Per Day/Per Exhibitor
Concessionaires - Non Food Sales	\$40.00	Per Day/Per Concessionaire
Concessionaires - Food Sales	\$50.00	Per Day/Per Concessionaire

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

**LIQUOR LEGAL LIABILITY:**

**HAZARD GROUP I ONLY:** Alcoholic beverages served charge **\$60.00 premium** for each day of the event. Rate includes taxes and fees.

**HAZARD GROUPS II AND III require prior company approval. The rates below are for quote purposes only.**

<b>1-150</b>	<b>\$125</b>
<b>151-300</b>	<b>\$150</b>
<b>301-500</b>	<b>\$200</b>
<b>500 +</b>	<b>To Be Determined</b>

**NOTE:**

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

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

**All Rates Include Taxes and Fees**

## **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, 2006 to January 1, 2007**

**PREMIUMS:**

<b>CLASS I</b>		<b>CLASS II</b>		<b>CLASS III</b>	
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, 2007**

**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





**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 (619) 699-0902. 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.)

<b>MEMBER INFORMATION</b>	
Member Name: _____	
Contact: _____	
Phone Number: _____	Fax Number: _____
Email Address: _____	
<b>EVENT INFORMATION</b>	
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, 9<sup>TH</sup> FLOOR  
SAN FRANCISCO, CA 94111  
PH. (877) 725-7695  
FAX (415) 597-6762**

**BE SURE TO INCLUDE THE FOLLOWING:**

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