

# Application for Special Events Coverage

Name of Parish,  
School, or Agency: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
(printed name)

Date of Event: \_\_\_\_\_  
Type of Event (Example: Wedding Reception  
Anniversary Party, Etc. - Please Specify): \_\_\_\_\_  
Time of Event: From: \_\_\_\_\_ To: \_\_\_\_\_  
Approximate Number of Participants: \_\_\_\_\_

## Lessee (Additional Insured) Information:

Name of Sponsoring Organization and/or  
Individual Requesting Coverage: \_\_\_\_\_

Will there be Liquor at the event?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Lessee Signature \_\_\_\_\_

Is Liquor being sold, included in the price of admission, or  
provided at a fundraiser?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, a separate, additional Liquor Liability policy is required.  
Is Food Being Served? Yes \_\_\_\_\_ No \_\_\_\_\_  
Overnight Event? Yes \_\_\_\_\_ No \_\_\_\_\_

The Special Events coverage provides \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Host Liquor Liability coverage per event (not per claim).

This coverage is underwritten by Great American Assurance Company, Policy # \_\_\_\_\_

Cost of Coverage:     \$125     Per Event     \$150     For an Overnight Event  
(Need Prior Underwriting Approval) (Need Prior Underwriting Approval)

- Coverage does not apply to certain events such as, but not limited to:
- Amusement rides, mechanically operated devices, trampolines, & rebounding devices
  - Events where a fee or admission is charged, unless all proceeds go to charity
  - Events organized or operated by professional promoters/performers
  - Events with attendance of more than 1,000 persons
  - Sporting events including tournaments & camps
  - Events which exceed 72 hours in duration
  - Events involving pool or lake activities
  - Events involving recreational vehicles
  - Fireworks & fireworks displays
  - Any Carnival Event
  - Liquor Liability (Dram Shop) coverage

For Company Use only:

**NOTIFICATION OF AN EVENT MUST REACH ARTHUR J. GALLAGHER  
AT LEAST 15 DAYS IN ADVANCE OF THE EVENT  
\*ALL EVENTS NEED PRIOR APPROVAL BY K & K Insurance Group, Inc.\***

**Please make check or money order payable to:**  
**Arthur J. Gallagher Risk Management Services**  
**Do not send cash.**

**COMPLETE AND RETURN THIS FORM TO:**  
**Arthur J. Gallagher Risk Management Services**  
Attn: Julia Seidel Phone: (630) 285-3579  
Two Pierce Place Fax: (630)285-4062  
Itasca, IL 60143 E-mail: julia\_seidel@ajg.com

Please report all claims to K & K Insurance Group, Inc. Claims department at 1-800-237-2917

**All Events must be reported 15 days prior to effective date.**