

EVENT HOLDER QUESTIONNAIRE

(To be attached to Permit Application – Do not send to HUB – Retain in your files only)

RENTER / EVENT HOLDER contact information (name and address): (Same as on Permit Form or Rental Form)

Event Contact Person: _____
Email Address: _____
Daytime Phone Number: _____

EVENT INFORMATION:

Date(s) of Event: _____

(Include set-up and take down days)

Classification of Event: **(Please check box)** I II III Vendor Only Instructor: Class I Class II Class III

Location of Event: **(Must enter complete address on certificate)** _____

Type of Event: _____
Detailed Description of Event: _____

Total Attendance (**per day**) including all participants, spectators, guests, exhibitors, performers, entertainers, volunteers and employees:

| | | | | | |
|---|-------|----------|-------|-----------|-------|
| Day One | _____ | Day Four | _____ | Day Seven | _____ |
| Day Two | _____ | Day Five | _____ | Day Eight | _____ |
| Day Three | _____ | Day Six | _____ | Day Nine | _____ |
| Total Attendance ALL Event Days: | | | _____ | | |

ADDITIONAL EVENT EXPOSURES:

Yes No

| | | | |
|---|-------|-------|-----------------|
| Admission Fee Charged? | _____ | _____ | |
| Vendors/Exhibitors/Concessionaires? (Please provide a list of names/what vending, etc.) | _____ | _____ | How Many? _____ |
| Caterer? (Please provide name) | _____ | _____ | |
| Liquor Served? | _____ | _____ | |
| Liquor Sold? | _____ | _____ | |
| Food/Non-Alcoholic Beverages Served? | _____ | _____ | |
| Food/Non-Alcoholic Beverages Sold? | _____ | _____ | |
| Entertainment Activities? (Provide a List) | _____ | _____ | |
| Have you held this event or similar event in the past? | _____ | _____ | |
| If yes, have accidents, incidents, claims or loss arisen from such event? | _____ | _____ | |

Please review contracts and attach a separate sheet, listing **names and addresses** of all parties requiring to be named as Additional Insured.

The event premium includes a premium charge for the facility owner/lessor as additional insured.