



**CITY OF REDLANDS
TENANT/USER and INSTRUCTOR APPLICATION
SPECIAL EVENTS INSURANCE**



If event requires underwriter approval please allow 10 days prior to event date. If insufficient time is not allowed possible decline on coverage could occur. Please return to the location you received this application from. PLEASE PRINT CLEARLY.

| EVENT HOLDER INFORMATION | |
|--------------------------|-------------|
| Name: | |
| Address: | |
| City: | Zip Code: |
| Phone Number: | Fax Number: |
| Email Address: | |

| TENANT/USER EVENT INFORMATION | |
|---|--------------------------------|
| Name/Type of Event (15 TH Birthday Party, Anniversary Party, Meeting, Dance, Job Fair, etc.) | |
| Description of Event: | |
| Date(s): | Hour(s): |
| Location: | |
| Attendance (Per Day) : | Total Attendance for Event: |
| Ages of Attendees: | Will waivers be signed? Yes No |
| Participants (Per Day) : | Ages of Participants : |
| Are Fireworks Included? | Carnival Rides? |
| Bands or DJ? | Caterer? |
| Name of Band/DJ: | Name of Caterer: |
| Type of Music? | |
| Bounce House? (Please note, bounce houses are NOT insured by this insurance) | |

| TENANT/USER EVENT - ADDITIONAL INFORMATION |
|--|
| Additional Insureds: |
| Number of Exhibitors Requiring Coverage (No Sales)*: |
| Number of Concessionaires Requiring Coverage (Non Food Sales)*: |
| Number of Concessionaires Requiring Coverage (Food Sales)*: |
| <i>*Please provide separate list of concessionaires / exhibitors to be covered</i> |



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LIQUOR LIABILITY INFORMATION

Liquor Liability Needed? Yes No If yes, please complete the following questions:
 Are the securities in place to avoid overindulge and underage drinking? Yes No Are
 identifications checked and wristbands issued? Yes No
 Is this in a fence area? Yes No

INSTRUCTOR CLASS INFORMATION

Description of Instructional Class:

 Date(s): _____ Hour(s): _____
 Location:
 Attendance (**Per Class Per Day**): _____ Same attendance per day:
 Are these in weekly sessions? Yes _____ Ages of Attendees: _____

OPTIONAL COVERAGES

Limit Increase
 \$1,000,000/\$3,000,000 Total Event premium will be increased by 11%
 \$2,000,000/\$2,000,000 Total Event premium will be increased by 19%

Property Damage :
 \$50,000 Limit Premium \$50.00
 \$100,000 Limit Premium \$100.00
 \$300,000 Limit Premium \$250.00

PAYMENT OPTIONS

Credit Card Cash / Check
 (Please note there is a 4% processing fee to pay with credit card) (Payable to "City of Redlands")

COMPANY USE ONLY:

| | |
|---------------------------|------------------------------|
| Hazard Group: | Attendance Premium: |
| Exhibitors Premium: | Concessionaires Premium: |
| Liquor Liability Premium: | Additional Insureds Premium: |
| Property Damage Premium: | Increase Limits Premium: |
| | TOTAL PREMIUM: |