**Miami Valley Risk Management Association (MVRMA)**

**Special Event Insurance Application Information**

**Tenant Event**

***Please provide the following information to receive a quote for special event coverage for a “tenant” event. A tenant event is one in which a third party uses city facilities, property or right-of-way for their event. Please return completed application to*** [parks@beavercreekohio.gov](mailto:parks@beavercreekohio.gov).

***Event Holder’s Name:*** ***Click here to enter Name*.**

***Event Holder’s Address:*** ***Click here to enter Address.***

***Event Description:*** ***Click here to enter Event Description.***

***Event Date:*** ***Click here to enter a date.***

***Time:*** from ***Enter Start Time*** ***AM / PM*** to *Enter Ending Time*  ***AM / PM***

***Event Location:*** ***Click here to enter Location.***

***Estimated Number of Attendees:*** ***Click here to enter number.***

***Age Range of Attendees***: from ***Enter Age*** to ***Enter Age***

***Will there be Bands?*** ***Choose Yes / No*** *(If Yes, provide a list of Band Names and Types of Music.)*

***Concessionaires?*** ***Choose Yes / No*** *(If Yes, provide a list of concessionaires and types of products.)*

***Caterers? Choose Yes / No*** *(If Yes, provide a list of caterers.)*

***Exhibitors?*** ***Choose Yes / No*** *(If Yes, provide a list of exhibitors and description.)*

***Liquor?*** ***Choose Yes / No*** *If Yes, answer the following:*

1. If liquor is being served directly by the applicant, will training be provided to those individuals monitoring consumption to prevent underage drinking and over consumption by individuals of legal drinking? ***Choose Yes / No*** Comments:***Click here to enter text.***
2. If liquor is being served directly by the applicant, will the consumption of alcoholic beverages will be restricted to a specific area or will wrist bands/hand stamps will be provided to those individuals of legal drinking age? ***Choose Yes / No*** Comments:***Click here to enter text.***
3. If liquor is being provided by independent contractors/vendors, do they carry at least $1,000,000 in liquor liability coverage, provide the applicant a Certificate of Insurance, and provide additional insured status? ***Choose Yes / No*** Comments:***Click here to enter text.***

***Carnival Rides?*** ***Choose Yes / No*** ***Fireworks?*** ***Choose Yes / No***

***Bounce Houses or other Inflatables? Choose Yes / No***

***If Yes to Carnival Rides, Fireworks or Inflatables, please describe:***

***Click here to enter text.***

***Other Information/Comments:*** ***Click here to enter text.***