

Schools Insurance Authority

Special Events Liability Insurance Questionnaire

School District Name:

School Name:

School Level:

Group Conducting/Sponsoring Event:

Contact Person Name:

Phone Number: Fax Number:

Email:

Event Information

Event Name:

Event Description:

Event Date:

Event Start Time: Event Conclusion Time:

On school / school district premises

Off premises Specify location:

Event Attendance Information

Restricted to students only Open to the public

Estimated number of attendees/participants:

Does the event include any of the following? Check all that apply:

- Activities in or on a lake, pond or open water (swimming, boating, fishing, etc.)
- Overnight stay by attendees
- Alcoholic beverages sold, served or permitted
- Interscholastic athletic competition

Indicate if any of the following products or services will be provided for the event by an outside vendor or rental company:

- | | | |
|---|--|--|
| <input type="checkbox"/> DJ, KJ or other recorded music | <input type="checkbox"/> Games | <input type="checkbox"/> Live animals (for display or petting) |
| <input type="checkbox"/> Dunk Tanks | <input type="checkbox"/> Inflatable devices | <input type="checkbox"/> Live musical or other entertainment |
| <input type="checkbox"/> Fireworks or pyrotechniques | <input type="checkbox"/> Liquor (sold or served) | <input type="checkbox"/> Motorized midway/carnival rides |
| <input type="checkbox"/> Food or beverage | <input type="checkbox"/> Live animal rides | <input type="checkbox"/> Water slides |

For any item marked above, list the name of the vendor, product or service being provided, and if a Certificate of Insurance has been obtained from the vendor.

Vendor Name	Product or Service	Certificate of Insurance provided
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

For insurance office use: Questionnaire reviewed by: Date: