

## Special Event Liability Insurance Application

Phone: 866-838-9536

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Please complete all fields, any incomplete applications will be sent back to applicant.

School/Campus Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person Name (Billing): \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Contact Email address: \_\_\_\_\_

1. Date(s) of Event(s): \_\_\_\_\_

2. Where will the event be held? On Campus  Off Campus

3. Location of Event(s):

a. Location Name: \_\_\_\_\_

b. Street Address 1: \_\_\_\_\_

c. Street Address 2: \_\_\_\_\_

d. City: \_\_\_\_\_

e. State: \_\_\_\_\_

f. Zip Code: \_\_\_\_\_

4. Complete description of event(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Total Estimated # of Attendees/Spectators: \_\_\_\_\_

6. Are you required to provide proof of insurance to anyone other than the venue location provided above?

Yes  No

*If "Yes", provide the name of the Certificate Holder as it should appear on the Certificate of Insurance and the street address below. This is an entity that requires a copy of the Certificate of Insurance for proof of coverage.*

a. Additional Location Name: \_\_\_\_\_

b. Street Address 1: \_\_\_\_\_

c. Street Address 2: \_\_\_\_\_

d. City: \_\_\_\_\_

e. State: \_\_\_\_\_

f. Zip Code: \_\_\_\_\_

7. Does an Additional Insured need to be listed on the Certificate? Yes  No   
 Policy coverage is extended to this entity/individual upon request. This requires review by our underwriting team which may take 3-5 business days; for more immediate requests, please call us at 1-866-838-9536, Monday-Friday, 8am-5pm (CT).
- a. If yes, is any special verbiage required on the Certificate by the Additional Insured? Yes  No   
 If yes, provide specific verbiage or specific requirements below if requested.

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Provide the name of the Additional Insured as it should appear on the Certificate of Insurance and the street address.

- b. Additional Location Name: \_\_\_\_\_
- c. Street Address 1: \_\_\_\_\_
- d. Street Address 2: \_\_\_\_\_
- e. City: \_\_\_\_\_
- f. State: \_\_\_\_\_
- g. Zip Code: \_\_\_\_\_

8. If the event is any of the following, is it of a political nature? Yes  No   
 All events of a political nature require further underwriting review which may take up to 7-10 days.  
 Conference, Convention, Lecture, Rally, Seminar, Speaking Engagement, or Symposium

9. Will security be present for the event? Yes  No   
 If "Yes", please answer questions a-e; if "No", skip to the next question.
- a. What type of security service will be used? School  Police  Outside Agency   
 All events with outside agency security or police require further underwriting review which may take up to 7-10 days.
- b. Will security personnel be armed? Yes  No
- c. Will local authorities be made aware of the event? Yes  No
- d. Who is paying for/providing the security services? \_\_\_\_\_
- e. When will security be present (hours/dates)? \_\_\_\_\_

10. Is this a Campus Tour? Yes  No   
 If "Yes", please answer questions a & b below as applicable.
- a. Is there an overnight stay? Yes  No
- b. If overnight, are minors (under 18) involved? Yes  No   
 All overnight stays with minors require further underwriting review which may take up to 7-10 days.

11. Is this an athletic/sporting activity: Yes  No   
 If "Yes", please answer questions a-g; if "No", skip to the next question:
- a. Do you want coverage for players/participants/campers? Yes  No
- b. If yes, provide the number of players/participants/campers: \_\_\_\_\_
- c. Do all players/participants/campers have the required Accident Medical Insurance of at least \$10,000?  
 Yes  No
- d. Have all player/participants/campers signed the required waivers? Yes  No
- e. Is this a Camp? Yes  No
- f. If this is a Camp, select one: Day Camp  Overnight Camp
- g. If this is an Overnight Camp, are minors (under 18) involved? Yes  No   
 All overnight camps with minors require further underwriting review which may take up to 7-10 days.
- All sports players/participants must have Accident Medical coverage in place and signed waivers. Failure to have both will mean that each claim for Participants Legal Liability is subject to a \$10,000 deductible. Accident Medical applications are available on the University's CampusConnexions website or by calling Mercer at 1-866-838-9536.

12. Is alcohol being served? Yes  No

a. If "Yes", will an outside Vendor be used for serving? Yes  No

*If an outside Vendor is serving alcohol, a Certificate of Insurance is required naming the student/campus group and the school as Additional Insured's with Limits of Liability equal to or greater than \$1,000,000 per occurrence & \$1,000,000 aggregate limits.*

13. Is Liquor Liability Insurance needed? Yes  No

**If "Yes", further underwriting review is required which may take up to 7-10 days.**

*If you are charging for liquor at the event, then Liquor Liability Insurance is required. If being sold by an insured third party (i.e. a licensed caterer), Liquor Liability Insurance is not needed. Check with the city and county about possible permit requirements to sell liquor.*

a. Are the servers trained in alcohol awareness like TIPS? Yes  No

b. What are the expected liquor/alcohol sales? \_\_\_\_\_

c. Provide the liquor license number (required to get coverage for liquor liability): \_\_\_\_\_

14. Is coverage needed for any outside Vendors, Exhibitors, or Performers? Yes  No

*If outside Vendors, Exhibitors, or Performers are present, you must obtain a copy of their Liability Certificate of Insurance (COI) with your student/school group and the school named as an Additional Insured. If they do not have this coverage, they may apply separately by using the online event liability for non-school parties (TULIP) application or by downloading the TULIP application on the school's CampusConnexions website.*

15. Is Products Liability coverage needed for the sale of food, beverages and or souvenirs? Yes  No

**If "Yes", please answer questions a & b below as applicable.**

**If sales receipts are over \$10,000 further underwriting review is required which may take up to 7-10 days.**

a. Will food and/or beverages be sold? Yes  No

b. If yes, provide the dollar value of all estimated total product sales receipts: \$ \_\_\_\_\_

16. Advise if any of the following will be present during the event. If yes, who is responsible for set-up and operation?

**If any "Yes" answers, further underwriting review is required which may take up to 7-10 days.**

*If any "Yes" answers, it is your responsibility to obtain a Certificate of Insurance naming you and the school as Additional Insured's with limits equal to or greater than \$1,000,000 per occurrence / \$1,000,000 aggregate..*

Amusements*	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Responsible Party?
Inflatables	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Responsible Party?
Tents**	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Responsible Party?

*\*Amusements references Amusement rides such as Ferris wheels, roller coasters, tilt-a-whirls, trampolines, etc.*

*\*\*Any rented or owned tent above the size of 10'x10'.*

### Fraud Notices

**NOTICE TO APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT WHICH IS A CRIME AND MAY SUBJECT SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

**NOTICE TO NEW YORK APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION.

**NOTICE TO KENTUCKY APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT WHICH IS A CRIME.

**NOTICE TO MINNESOTA AND OHIO APPLICANTS:** ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE/SHE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD.

**NOTICE TO NEBRASKA AND OKLAHOMA APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

**NOTICE TO PENNSYLVANIA APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

**NOTICE TO FLORIDA APPLICANTS:** ANY PERSON WHO, KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY OF THE THIRD DEGREE.

**NOTICE TO NEW JERSEY APPLICANTS:** ANY PERSON WHO INCLUDES ANY FALSE OR MISLEADING INFORMATION ON AN APPLICATION FOR AN INSURANCE POLICY IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES.

**NOTICE TO MAINE AND VIRGINIA APPLICANTS:** IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

**NOTICE TO OREGON APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD OR SOLICIT ANOTHER TO DEFRAUD AN INSURER: (1) BY SUBMITTING AN APPLICATION, OR (2) BY FILING A CLAIM CONTAINING A FALSE STATEMENT AS TO ANY MATERIAL FACT, MAY BE VIOLATING STATE LAW.

**NOTICE TO DISTRICT OF COLUMBIA APPLICANTS:** "WARNING: IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT."

**NOTICE TO NEW MEXICO APPLICANTS:** "ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES."

**NOTICE TO TENNESSEE APPLICANTS:** "IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS."

**\*\*\*Important\*\*\***

In this transaction, Mercer Consumer is acting as the exclusive insurance agent and program manager for Philadelphia Insurance Company ("Insurer") for this type of coverage, and not as your insurance broker. Alternative insurance products may be available in the insurance market place. Mercer is only offering this selected insurer quote proposal. In addition, please note that we may utilize a third party wholesaler to gain access to insurers that we do not have direct access to in the insurance marketplace.

In accordance with industry custom, we are compensated through commissions that are calculated as a percentage of the insurance premiums charged by insurers. We may also receive additional monetary and nonmonetary compensation from insurers, or from other insurance intermediaries, which may be contingent upon volume, profitability, or other factors. This compensation may include payment from insurers for marketing related expenses or investments in technology. Our compensation may vary depending on the type of insurance purchased and the insurer selected. We will provide you additional information about our compensation and information about alternative quotes, upon your request.

You may obtain this information by referring to <https://www.personal-plans.com/disclosure> and enter in the security code o4875335 or call us at 1-888-206-5088 for specific details.

Signing this Application shall not constitute a Binder or obligate the Company to provide this insurance, but it is agreed this Application shall be the basis on which a policy may be issued. Coverage will become effective upon approval of this Application and acceptable payment of premium.

\_\_\_\_\_  
Insured Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date

**Program Administrator:**

Mercer Consumer, a service of Mercer Health & Benefits Administration LLC  
P.O. Box 14521  
Des Moines, IA 50306

In CA d/b/a Mercer Health & Benefits Insurance Services LLC

AR Insurance License #100102691  
CA Insurance License #0G39709