



SPECIAL EVENT APPLICATION

1. Name of your organization:

2. Person at your organization who is in charge of the event:

Name: Telephone Number: Email Address:

3. Name of Event: Date and Time of Event: _____

4. Where will the event take place? Street address:

5. Type of activities at event to be sponsored or held (select all that apply):

- Animals Athletic Participation Dinner, gala or picnic Aircraft (motorized or not)
- Auction Bounce House Fashion or Art Show Parade – Float Entry
- Bingo Fireworks (sale/show) Haunted House/Trail Parade – Participation
- House Tour Meeting Mechanical Rides Parade – Sponsorship
- Golf Outing Wine Tasting Use of motorized vehicle.
- Concert – Describe Music: _____ Other – Please describe:

6. Is your organization hosting this event? Yes No
If your organization is not hosting this event, who will it be? _____

7. Number of Volunteers: _____

8. Number of people you anticipate will participate in this special event: _____

9. What is the cost of admission per person? \$ _____ n/a

10. What is your anticipated gross income for this event? \$ _____ n/a

11. Of this total, how much is it from the sale of alcohol? \$ _____ n/a

12. What is your anticipated net income from this event? \$ _____ n/a

13. Will security personnel be present? Yes No

14. Will you sell alcohol? Yes No

15. Serve alcohol without charge? Yes No

16. Is your organization required to obtain a liquor license? Yes No

17. Type of alcohol served: _____ N/A

18. How is alcohol consumption limited (ex. Are tickets given out?): _____ N/A

19. Are bartenders being hired by your organization? Yes No

20. If bartenders are hired, are they trained in T.I.P.P.S.? Yes No

21. Sell or serve food? Yes No

22. Organizations or agencies which will need to be named as additional insured (such as city, county or building owner – Include Mailing Address):

23. Please specify the relationship between your organization and the additional insured listed above:

- Event Sponsor Landlord of Event Site Other:

24. Do we need to provide a certificate of insurance for the additional insurance provided? Yes No
If yes, give date by which certificate must reach this organization:

25. If event generates additional premium over \$100, do you want to be notified prior to adding it?
Yes No Events under \$100 will be added and invoiced without prior notification.

26. Special remarks: