



# North Bay Schools Insurance Authority Special Events Liability Insurance Questionnaire

**Please allow a minimum of 4 weeks for processing**

*Cost for coverage is \$100.00*

School District Name:

School Name:

School Level:

Group Conducting/Spons

Contact Person Name:

Fax

Phone Number:

Email:

## Event Information

Event Name:

Event Description:

Event Date/Event Start Time:

Location/Address of Event

## Event Attendance Information

Max Number of attendees/participants:

Restricted to students only

Open to the public

**Please note the following activities are excluded: *no coverage for the below activities***

Any Activities in or on a lake, pond or open body of water

Overnight stay by attendees

Alcoholic beverages sold, served, or permitted

Interscholastic athletic competition

Mechanical Bulls

Rock Climbing; Zip Lining; Ropes Courses

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

**DJ, KJ or other recorded music**

**Games**

**Live animals (for display or petting)**

**Dunk Tanks**

**Inflatable devices**

**Live music or other entertainment**

**Food or beverage**

**Pony rides**

**Motorized Midway/Carnival Rides**

**Water slides**

**Fun/Color Runs (see reverse side)**

**(some exclusions)**

**For any item marked above, list the name of the vendor, product or service being provided. Please attach insurance certificates from each vendor listing the district as an additional insured, including the second page titled the Additional Insured Endorsement.**

Vendor Name	Product or Service	Certificate of Insurance provided

**Name of Administrator:**

**Signature of Administrator:**

**Date**

NBSIA Office Use: reviewed By:

**Please return to your district office**

*Revised 7/2023*

***Special Events Additional Items Needed:***

**For Fun Runs/Color Runs:**

- 1. Map/Route**
- 2. How will traffic flow and crossing the street be handled**
- 3. Itinerary for the event**

***\*carrier will not approve these activities without the above***