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**
- ☐ **Dunk Tanks**
- ☐ **Food or beverage**
- ☐ **Water slides**
- ☐ **Games**
- ☐ **Inflatable devices**
- ☐ **Pony rides**
- ☐ **Fun/Color Runs (see reverse side)**
- ☐ **Live animals (for display or petting)**
- ☐ **Live music or other entertainment**
- ☐ **Motorized Midway/Carnival Rides (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