

# California Native Plant Society

## SPECIAL EVENT COVERAGE

Application for separate **SPECIAL EVENT** Policy where projected attendance is greater than 500 or parameters fall outside of included coverage.

Note: Coverage is included under the basic policy for the following Special Events with attendance less than 500: Meetings & Seminars, Picnics & Dinners, Festivals & Concerts  
Bike Races & Treks, Foot races & Treks, Golf Tournaments, Silent Auctions

**Separate coverage** is necessary for all events where **attendance will be over 500** or if the event is not described in the **above list of pre-approved activities**, as such coverage is excluded under the basic policy. Please complete a separate page for each Special Event for which you are requesting a quote for coverage.

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Hours: From \_\_\_\_\_ to \_\_\_\_\_

Security Measures: \_\_\_\_\_

Estimated Number of People Attending: \_\_\_\_\_

Your organization will be:  Main Sponsor  Co-sponsor  a Vendor

Will Liquor be served?  Yes  No

If Liquor will be served, for the event, who will serve it?  Our employees or volunteers  Company hired  
 Individual hired to serve liquor at the Event

If Liquor will be served, will it be:  Sold  Provided without separate charge

Will you charge admission to the Event?  Yes  No

Is a Permit required for the Event?  Yes  No If Yes, what kind? \_\_\_\_\_

Will Entry Forms or Waivers be signed?  Yes  Not Applicable (If Yes, attach copy of waiver.)

Will Volunteers be used?  Yes  No If Yes, how? \_\_\_\_\_

Will you require an Additional Insured  Yes  No  
be added for coverage?

If you need a **certificate of insurance** or to add another organization as an **additional insured**, please complete and return an "09 CNPS Certificate-Additional Insured Questionnaire.doc" form.

Please provide **full details of the event** and attach any brochures, flyers and a copy of the Event Waiver, if used.