

PRE-APPROVAL APPLICATION
Tenant/User Event with Liquor

If the event requires pre-approval, please allow at least 30 days prior to the event date. If insufficient time is not allowed, then possible decline on coverage could occur. Please return application to HaywardSecretary@acgov.org and to VMBAdmin@acgov.org.

EVENT HOLDER INFORMATION

Name:

Address:

Phone Number:

Fax Number:

Email Address:

TENANT/USER EVENT INFORMATION

Name/Type of Event (15TH Birthday Party, Anniversary Party, Meeting, Dance, Job Fair, etc.)

Description of Event:

Date(s):

Hour(s):

Location: Hayward Veterans' Memorial Building,
22737 Main Street, Hayward, CA 94541

Attendance **(Per Day)**:

Total Attendance for Event:

Ages of Attendees:

Will waivers be signed? Yes No

Participants **(Per Day)**:

Ages of Participants :

Are Fireworks Included?

Carnival Rides?

Bands?

How Many?

Names*:

Type of Music?

**if more than one type of music, please attach a separate page*

PRE-APPROVAL APPLICATION
Tenant/User Event with Liquor

TENANT/USER EVENT - ADDITIONAL INFORMATION

Additional Insureds:

Number of Exhibitors Requiring Coverage (No Sales)*:

Number of Concessionaires Requiring Coverage (Non Food Sales)*:

Number of Concessionaires Requiring Coverage (Food Sales)*:

**Please provide separate list of concessionaires / exhibitors to be covered*

Liquor Liability Needed? Yes No

Are the securities in place to avoid overindulge and underage drinking? Yes No

Are identifications checked and wristbands issued? Yes No

Is the liquor confirmed to a set area? Yes No

COMPANY USE ONLY:

Hazard Group:

Attendance Premium:

Exhibitors Premium:

Concessionaires Premium:

Liquor Liability Premium:

Additional Insureds Premium:

Property Damage Premium:

Increase Limits Premium:

TOTAL PREMIUM: