

## Section IV

### ATVBC CLUB SPECIAL EVENTS AND/OR OTHER FUNCTIONS QUESTIONNAIRE

Please complete **ONLY** for events that are unusual to normal operations including *racing or speed events* and require insurance for that event. Please attach a copy of any applications, brochures or promotional material used in advance, as early as possible prior to the event for coverage to be provided.

SPECIAL EVENTS are defined as events not normally held in conjunction with the usual activities of the organization. Only those events that are new or unusual such as, trade shows, conventions, major fund-raising social events including dances; etc.

**Special Events are not committee or board meetings, annual general meetings or normal functions of the organization such as trail maintenance & management as well as ATV rallies or rides.**

Description of event/function: \_\_\_\_\_

Date(s) of event/function: \_\_\_\_\_ Number of participants: \_\_\_\_\_

This event has been held for \_\_\_ years

Are food/non-alcoholic beverages available? Yes  No

If so, by whom? \_\_\_\_\_

Is liquor available? Yes  No

If yes, by whom? \_\_\_\_\_ Projected gross sales \$ \_\_\_\_\_

**Provide copy of liquor permit.**

How are spectators determined? Numbered Tickets  Turnstile  Other

If series of events, estimated number of events annually: \_\_\_\_\_

Are Emergency Procedures in place? Yes  No

**If yes, attach a copy of these Emergency Procedures.**

Is First Aid Available, and if so, provided by \_\_\_\_\_

Please describe who is responsible for:

Security \_\_\_\_\_

Concessions \_\_\_\_\_

Medical Staff \_\_\_\_\_

Maintenance and Housekeeping \_\_\_\_\_

Parking \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_