



EVENT QUESTIONNAIRE (Staff, Third Party, Visitor)

- o Further information may be required
- o Additional charge may be applied depending on the scope of the event
- o Separate insurance may need to be arranged for events that present a higher risk
- o Minimum 2 weeks notice required to arrange coverage

- 1 Local/Area Council: _____
- 2 Contact Information: _____
- Phone Number: _____
- E-Mail: _____
- 3 Date of Event: _____
- 4 Start Time of Event: _____
- 5 End Time of Event _____
- 6 Total Time Needed for Set up & Tear Down: _____
- 7 Location of Event _____
- 8 Event Held: Indoors? Outdoors? _____
- 9 # Attendees: _____
- 10 Description of Event: _____
- 11 List all activities in detail to ensure adequate coverage is arranged: _____
- 12 Will there be Music, Entertainers, Vendors, or exhibitors at the Event? Y N
- If so, please provide the name of hired individuals/company: _____
- _____
- *Proof of Insurance obtained? Y N
- 13 Will alcohol be consumed at the event? Y N
- Who will be serving the alcohol?: _____
- What is the name of the catering company or bartending service? _____
- *Proof of Insurance obtained? Y N
- Will transporation be provided for those consuming alcohol? _____
- 14 Will there be fireworks or any other special effects? i.e. Pyrotechnic Devices, Sparklers, Incense
- Name of Company _____
- *Proof of Insurance obtained? Y N
- 15 Will there be a petting zoo or any animals involved in the event? Y N
- Name of Company _____
- *Proof of Insurance obtained? Y N



16 Will there be inflatables/jumping castles at the event? Y N

Name of Company _____

*Proof of Insurance obtained? Y N

17 Will there be rides? Wagon Rides? Amusement Rides? If yes, Describe: _____

***All third parties hired by AUPE should supply AUPE with a Certificate of Insurance containing:**

- o Alberta Union of Provincial Employees (AUPE) is the Certificate Holder
- o \$2,000,000 Commercial General Liability Limit of Insurance (Minimum)
- o Alberta Union of Provincial Employees (AUPE) is an Additional Insured with a Waiver of Subrogation
- o Description of the 3rd Party Operations is show on the Certificate of Insurance

Provide a copy of any contracts signed with any third parties. Contracts will include insurance requirements and/or hold harmless agreements that should be reviewed

**Events included in AUPE
Insurance subject to confirmation:**

- Events restricted to **AUPE Members & Family** (no high risk entertainment) including:
 - Barbeques
 - Cineplex Family Movie Night
 - Fort Edmonton Park Family Event
 - WEM Waterpark Family Event
 - Centennial Celebration

**Events NOT automatically included
under AUPE insurance:**

- Events **not restricted** to AUPE members
- Events that present **high risk for injury**
- **Injury to Participants**
- Examples of Events **NOT** included:
 - Gun Range
 - Contact Sporting Events
 - Sport Leagues
 - Horseback Riding
 - Bouncy Castles
 - Event including Liquor Sales
 - Mechanical Bull
 - Fireworks
 - Axe Throwing
 - Live Animals on site

**Separate Insurance will likely need to
be arranged and a premium will apply.**

**Suggestion for Self-Serve Online
Event Facilities:**

www.palcanada.com

www.duuo.ca

[Facility Rentals > NFP \(fosterpark.ca\)](http://Facility Rentals > NFP (fosterpark.ca))