

**IT IS REQUIRED THAT REQUEST BE SUBMITTED 14 DAYS PRIOR TO
YOUR EVENT
Liquor Liability Questionnaire**

1. Name of Applicant: _____

2. District: _____

3. Limit of Liability \$5,000,000

4. Location and Event to which this coverage is to apply:
 - a) Date of Event _____
 - b) Location to be covered: _____
 - c) Description of Operations: _____
 - d) What are your hours of Operation? _____
 - e) What is the maximum number of patrons per day your premises can accommodate for serving food and liquor?

5. Have you managed the event before (within the past two years?) Yes No

6. How many years of experience does the club have in managing this event? _____

7. **Last year**, what were the liquor receipts _____ food receipts _____
Other receipts _____ for this event?

8. Are all serving staff 19 years of age or older? Yes No

9. Are all Rotarian staff who serve liquor certified by one of the approved programs:
 - a) "Smart Serve" Yes No
 - b) "Serving It Right" Yes No
 - c) "It's Good Business" Yes No

10. Do you use an outside bartending service? If yes, who is certified?
 - a) General Manager Yes No
 - b) Bar Manager/supervisor Yes No
 - c) Bartenders Yes No
 - d) Servers Yes No
 - e) Other Staff Yes No

11. Do you check ID for all patrons who appear under the age of 25 years? Yes No

12. Is there a WRITTEN "Rules of Service" Policy? Yes No

13. Do you post a "Rules of Service" sign and is it clearly visible? Yes No
14. Does the WRITTEN "Rules of Service Policy"
- a) Handle new arrivals who are already impaired, and underage persons? Yes No
- b) Handle violent, abusive, disruptive and fighting persons? Yes No
- c) Handle intoxicated persons wishing to leave alone or drive? Yes No
15. Are all staff aware of their **Legal Obligations** to:
- a) Not encourage intoxication ? Yes No
- b) Not supply liquor which might cause intoxication? Yes No
- c) Monitor & supervise consumption of alcohol? Yes No
- d) Recognize and notice intoxication? Yes No
- e) Cease to serve intoxicated persons? Yes No
- f) Take steps to prevent intoxicated persons from leaving the premises unaccompanied? Yes No
- g) Take steps to prevent intoxicated persons from driving? Yes No
- h) "Care for" intoxicated persons? Yes No
16. Are server staff required to file written Incident Reports? Yes No
17. Has the club ever had their liquor license cancelled? Yes No
- If Yes, give details: _____
18. List all claims paid and/or outstanding, and any incidents which may give rise to a claim, during the past 5 years, arising out of the sale, consumption, distribution, and use of liquor.

Date	Amount Paid	Amount Outstanding	Description

I declare that to the best of my knowledge, all the information on this questionnaire is true and that these statements are the declarations upon which insurance coverage is provided. Signing this form does not bind the applicant or the Insurer to complete the Insurance.

Date

Signature of an Executive Officer of the Name Insured

Title

Broker: Norwich Insurance Brokers