

PHI BETA SIGMA FRATERNITY

ADDITIONAL INSURED REQUEST FORM

Chapter Name: _____

Your Name: _____

Your Address: _____

City, State, Zip: _____

Phone: _____ E-Mail Address: _____

Fax (if available): _____

Additional Insured's Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ E-Mail Address: _____

Date and Time of Event: _____

Description: _____

Fax or Mail completed from with the Special Event Checklist to:

Phi Beta Sigma Fraternity
ATTN: Marco W. McMillian, Executive Director
145 Kennedy Street, NW
Washington DC 20011
Phone: (202)726-5434 or Fax: (202)882-1681

The following questions are taken from the second page of the Special Event Checklist. Please answer the below questions and if any answer is "Yes" please include the documentation with this request;

- 1) Are Certificates of Insurance obtained from vendors?

| | | | |
|---------------------------|-----|----|----------------|
| A. Liquor Legal Liability | Yes | No | Not Applicable |
| B. General Liability | Yes | No | Not Applicable |
- 2) Has vendor(s) provided proof of liquor license and temporary license to see on premises?

| | | |
|-----|----|----------------|
| Yes | No | Not Applicable |
|-----|----|----------------|
- 3) Is the fraternity named as an additional insured on all certificates from vendors?

| | | |
|-----|----|----------------|
| Yes | No | Not Applicable |
|-----|----|----------------|
- 4) Have applicable permits and permission been obtained from authorities:

| | | | |
|-----------------------|-----|----|----------------|
| A. College/University | Yes | No | Not Applicable |
| B. Fund Raiser | Yes | No | Not Applicable |
- 5) Has any written contract or agreement been signed for any part of this special event?

| | | |
|-----|----|----------------|
| Yes | No | Not Applicable |
|-----|----|----------------|
- 6) Have you received any correspondence requesting proof of insurance for the event?

| | | |
|-----|----|----------------|
| Yes | No | Not Applicable |
|-----|----|----------------|

Please utilize the back side of this form if you should run short of room.

