

# DOG TRACK INSURANCE QUESTIONNAIRE

* **NOTE: This questionnaire is to be submitted along with the following completed and signed forms:**
	+ **ACORD Applicant Information Section 125**
	+ **ACORD Commercial General Liability Section 126**
	+ **ACORD Applications for other requested coverages: Property; Garage; Crime; Inland Marine; Transportation; Excess Liability; Employment Related Practices.**

**GENERAL INFORMATION**

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| 1. Name of Insured (Applicant):       |
| 2. Location/Address (if different from ACORD):       |
| 3. What is the insured’s FEIN number?       |
| 4. What is the insured’s website address?       |
| 5. Number of years in business?       |
| 6. Does the insured conduct any other operations under this name? [ ]  Yes [ ]  No If yes, please explain:       |
|  |
| **UNDERWRITING INFORMATION** |
| 1. Do you own or lease the facility? [ ]  Own [ ]  Lease**If leased, please provide a copy of current lease agreement.** |
| 2. Number of years the current management has operated the track and details of management experience:        |
| 3. Does the track employ a risk manager?  [ ]  Yes [ ]  No |
| 4. Who is responsible for the following operations? |
|   | Parking | [ ]  Insured | [ ]  Subcontracted | [ ]  N/A | Describe:       |
|  | Security | [ ]  Insured | [ ]  Subcontracted | [ ]  N/A | Describe:       |
|  | Maintenance | [ ]  Insured | [ ]  Subcontracted | [ ]  N/A | Describe:       |
|  | Concessions | [ ]  Insured | [ ]  Subcontracted | [ ]  N/A | Describe:       |
|  | Liquor | [ ]  Insured | [ ]  Subcontracted | [ ]  N/A | Describe:       |
|  | First Aid | [ ]  Insured | [ ]  Subcontracted | [ ]  N/A | Describe:       |
|  Do all subcontractors carry liability limits at least equal to $1,000,000?  [ ]  Yes [ ]  No |
|  Is facility listed as an additional insured, indemnified and held harmless?  [ ]  Yes [ ]  No |
| **Please provide copies of all applicable contracts/agreements and certificates of insurance.** |
| 5. Live race dates: |       through       |
|  Total number of days: |       |
|  Simulcast dates: |       |
|  Total number of days: |       |
| 6. Estimated annual attendance: | Live: |       | Simulcast: |       |
|  Average daily attendance: | Live: |       | Simulcast: |       |
| 7. Do you own or operate any off track betting locations? [ ]  Yes [ ]  No |
|  Address: |       |       |       |       |
|  | Street | City | State | Zip |
|  Annual Admissions:  |       | Annual Receipts:  |       |
| 8. Do you have slot machines? [ ]  Yes [ ]  No |
|  If yes, how many?  |       |
|  Do you have other gaming devices? [ ]  Yes [ ]  No |
|  Explain: |       |
|  Estimated annual casino admissions: |       |
|  Annual employee payroll for casino exposure?       |
| 9. Do you hold non-racing events at your facility (concerts, festivals, car shows, trade shows,  flea markets, etc.)? [ ]  Yes [ ]  No |
|  If yes, please describe: |
|  | Event | Date(s) or # of Days | Total Admissions | Track sponsored or Third Party |
|  | A.       |       |       |       |
|  | B.       |       |       |       |
|  | C.       |       |       |       |
|  For events conducted by third parties, are certificates of insurance collected that name the facility as an additional insured? [ ]  Yes [ ]  No |
| **Please provide a copy of the facility rental agreement required for special events.** |
| 10. Please complete the following: |
|  | Total Annual Receipts |  |
|  | A. Admissions: |       |
|  | B. Restaurant: |       |
|  | C. Liquor: |       |
|  | D. Merchandise: |       |
|  | E. Parking: |       |
|  | F. Attractions: |       |
|  | G. Non-Dog Racing Events: |       |
|  | H. Casino/Slots: |       |
| 11. Do you provide dormitory or other accommodations for track employees? [ ]  Yes [ ]  No |
| **Please provide a copy of the dormitory or accommodation agreement.** |
|  Are grounds completely fenced? [ ]  Yes [ ]  No |
|  If no, explain: |       |
| 12. What percentage of the facility is sprinklered? |       |
|  Are fire extinguishers easily accessible in all buildings? [ ]  Yes [ ]  No |
|  What is the distance to the nearest fire station?  |       |
| 13. Does your track offer greyhound adoption services? [ ]  Yes [ ]  No |
| 14. Are there any playgrounds/campgrounds/amusement areas on site for which coverage is desired?  |
|  If yes, please explain: |       |
| 15. How many restaurants/concession areas/bars do you operate?  |       |
|  Describe: |       |
| 16. Is a log kept of inspections completed and maintenance performed throughout the facility? [ ]  Yes [ ]  No |
| 17. **Medical Services** |
|  Do you have on-site medical assistance?  [ ]  Yes [ ]  No |
|  Number of the following on-site: |
|  | Doctors:       | Nurses:       | EMTs:       |
|  | Ambulances:       | First Aid Stations:       |  |
|  Does the track employ any EMTs or other medical providers?  [ ]  Yes [ ]  No |
|  If yes, please explain:  |       |
| 18. **Dog Legal Liability** |
|  # of kennels:       | # of dogs kenneled:       |
|  Please indicate the construction of kennels (frame, joisted masonry, masonry non-combustible, fire resistive, etc.):       |
|  What percentage of kennels are sprinklered?       % |
|  Please indicate fire protection available (fire extinguishers, hydrants, central station alarm, security personnel, video surveillance, etc.):       |
|  How often is track inspected?       |
|  Has track been found liable for injury to or death of any dogs in the past 5 years?  [ ]  Yes [ ]  No |
|  If yes, explain:       |
|  Are kennels maintained during off season?  [ ]  Yes [ ]  No |
|  Are employed veterinarians on site during races?   [ ]  Yes [ ]  No |
| **Please attach a copy of the current Kennel Agreement.** |
|  How are spectators prevented from entering the kennel area?       |
|  How are spectators prevented from entering the track area?       |
| 19. **Patron Services** |
|  Are curbs, steps and ledges highlighted? [ ]  Yes [ ]  No |
|  Are exits clearly marked? [ ]  Yes [ ]  No |
|  Are stairways and emergency exit routes equipped with emergency lighting? [ ]  Yes [ ]  No |
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| **AUTO EXPOSURE**  |
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| Complete the following chart:  |
|  | We do this and are seeking coverage. | We do this and have coverage elsewhere. | We do not do this. |
| Own/lease/borrow/rent vehicles for company business. | [ ]  | [ ]  | [ ]  |
| Hire transportation services for company business. | [ ]  | [ ]  | [ ]  |
| Allow employees/volunteers to drive their personal vehicles on company business. | [ ]  | [ ]  | [ ]  |
| Provide valet or VIP parking services. | [ ]  | [ ]  | [ ]  |
| Provide or hire shuttle services. | [ ]  | [ ]  | [ ]  |
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| If you are seeking coverage for any of the above, we may require a completed Auto Exposure Supplemental Questionnaire. |
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| **CONSTRUCTION/RENOVATION** |
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| 1. Do you expect any construction, renovation, additions, or repair work (other than regularly  scheduled maintenance) at your facility during the policy period? [ ]  Yes [ ]  No If yes: Who will perform the work? [ ]  Employees [ ]  Contractor Please describe the work or project:        |
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| **GRANDSTANDS AND BLEACHERS** Does your operation include any grandstand(s) or bleacher(s)? [ ]  Yes [ ]  No **If yes, please complete this section.** |
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| --- | --- | --- | --- | --- | --- |
|  | **Year Built or Age of Oldest Unit** | **Construction** | **Guardrails** | **Kickboards in Place?** | **Height** |
| Grandstand |       yrs. | [ ]  Wood [ ]  Concrete[ ]  Metal [ ]  Combo | [ ]  Side[ ]  Back | [ ]  Yes[ ]  No |       feet |
| Fixed Bleachers |       yrs. | [ ]  Wood [ ]  Concrete[ ]  Metal [ ]  Combo | [ ]  Side[ ]  Back | [ ]  Yes[ ]  No |       feet |
| Portable Bleachers |       yrs. | [ ]  Wood [ ]  Metal [ ]  Combo | [ ]  Side[ ]  Back | [ ]  Yes[ ]  No |       feet |

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| 1. Is any of the seating rented or borrowed? [ ]  Yes [ ]  No If yes:  Does the owner carry liability limits of at least $1,000,000? [ ]  Yes [ ]  No  Are you listed as an additional insured, indemnified, and held harmless? [ ]  Yes [ ]  No  |
| 2. Do you utilize any temporary stages? [ ]  Yes [ ]  No If yes, are they set up by a subcontractor? [ ]  Yes [ ]  No If yes:  Does the subcontractor carry liability limits of at least $1,000,000? [ ]  Yes [ ]  No  Are you listed as an additional insured, indemnified, and held harmless? [ ]  Yes [ ]  No  |
| 3. Do you have a formal inspection/maintenance program for grandstands, bleachers and/or  temporary stages? [ ]  Yes [ ]  No If yes, do you use a subcontractor? [ ]  Yes [ ]  No If yes:  Does the subcontractor carry liability limits of at least $1,000,000? [ ]  Yes [ ]  No  Are you listed as an additional insured, indemnified, and held harmless? [ ]  Yes [ ]  No  |
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| **EMERGENCY RESPONSE PLAN** |
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| 1. Do you have an Emergency Response Plan? [ ]  Yes [ ]  No  |
| 2. How often is the plan updated?       |
| 3. What year was the plan last updated?       |
| 4. Do you review the plan with employees? [ ]  Yes [ ]  No |
| 5. What frequency is the plan reviewed with employees?       |
| 6. Do you have an active shooter plan? [ ]  Yes [ ]  No |
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**EMPLOYEE BENEFITS LIABILITY**

 Is Employee Benefits Liability coverage desired? [ ]  Yes [ ]  No

 ***If yes, please complete the following section.***

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| 1. Number of employees:       |
| 2. Retroactive Date:        |
| 3. Has Employee Benefits Liability coverage been continuously in force since the Retroactive Date? [ ]  Yes [ ]  No |
| 4. On optional enrollment items, is a signed acceptance/rejection page collected? [ ]  Yes [ ]  No If yes, is the signed acceptance or rejection retained in the employee’s personnel file? [ ]  Yes [ ]  No |
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| **FIREWORKS/PYROTECHNICS**  |
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| 1. Are pyrotechnics or fireworks displayed at any of your operations/events? [ ]  Yes [ ]  No If yes, is excess pyrotechnics/fireworks coverage desired? [ ]  Yes [ ]  No  **If coverage is desired, please complete the Pyrotechnics Supplemental Questionnaire.** |
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| **LIQUOR LIABILITY** Do your operations include the sale or distribution of alcoholic beverages? [ ]  Yes [ ]  No **If yes, please complete the following section.** |
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| 1. Location(s) where alcohol will be served:       Hours of Operation:       |
| 2. When is alcohol served? [ ]  Year-round [ ]  Event specific If event specific, is alcohol service stopped at least ½ hour prior to the end of the event? [ ]  Yes [ ]  No |
| 3. Type of Beverage sold: [ ]  Beer/Wine [ ]  Mixed Drinks [ ]  Hard Liquor |
| 4. Receipts (complete all that apply): Applicant’s gross sales from alcohol:       If sold by a concessionaire/subcontractor/vendor, how much compensation does applicant receive?       Value of compensated/free alcohol (including “free” beverage tickets):        |
| 5. Will alcohol be served: [ ]  Directly by the insured’s employees/volunteers?  [ ]  Through a concessionaire/subcontractor/vendor?  If through a concessionaire/subcontractor/vendor, does this entity provide a certificate of insurance naming you as an additional insured including liquor liability? [ ]  Yes [ ]  No If alcohol is served directly by the insured’s employees/volunteers: Name on liquor license:       License #:       Class of License:       |
| 6. Do ALL servers receive alcohol awareness training? [ ]  Yes [ ]  No Please indicate which training program is utilized (SAFE, TIPS, etc.).       |
| 7. Management Practices: Do you have a system for monitoring compliance with alcohol serving practices for all  individuals who have responsibility for serving alcohol?  [ ]  Yes [ ]  No If yes, please describe the system.       Do you have a system to ensure alcohol awareness training requirements are current for  all individuals who have responsibility for serving alcohol? [ ]  Yes [ ]  No Do you take disciplinary action up to and including termination for any individuals who  violate your alcohol serving policies? [ ]  Yes [ ]  No If yes, please describe.       |
| 8. Explain process for checking ID’s (e.g. everyone is checked, only those appearing to be 30 or younger, etc.).       |
| 9. Has applicant’s liquor license ever been revoked or suspended? [ ]  Yes [ ]  No If yes, please explain:       |
| 10. Has the applicant incurred claims for liquor liability during the last five years? [ ]  Yes [ ]  No  If yes, please explain:       |
| 11. Has any insurer cancelled or non-renewed coverage during the last five years? [ ]  Yes [ ]  No If yes, please explain:       |
| 12. Has the applicant ever been fined by an alcoholic beverage control or other governmental entity? [ ]  Yes [ ]  No  If yes, please explain:       |
| 13. Is bring your own bottle (BYOB) allowed? [ ]  Yes [ ]  No |
| 14. Is the alcohol service: [ ]  Contained within one fixed site [ ]  Booths/stands throughout the event site |
| 15. Is there a limit placed on the quantity of alcoholic beverages purchased at one time? [ ]  Yes [ ]  No If yes, please describe:       |
| 16. Do you maintain security personnel at the site of alcohol service? [ ]  Yes [ ]  No |
| 17. Do you exercise the right of search and seizure? [ ]  Yes [ ]  No |
| 18. Is the parking area patrolled to prevent intoxicated drivers from leaving the premises? [ ]  Yes [ ]  No  |
| 19. Is there any type of designated driver program in place? [ ]  Yes [ ]  No |
| 20. Are rules/regulations clearly displayed? [ ]  Yes [ ]  No |
| 21. Is food service available to patrons consuming alcohol? [ ]  Yes [ ]  No |
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| **SECURITY** Are you responsible for security operations? [ ]  Yes [ ]  No If yes, how are the security operations managed?  [ ]  We manage them ourselves. \* [ ]  We subcontract the operations to a separate company. \*\*  If no, describe who is responsible for security:       \* If you manage security operations, complete this section in full. \*\* If you subcontract the operations to a separate company, provide the contract and certificate naming you as Additional Insured. You do not need to complete the remainder of the section if you are not responsible for security operations or if you subcontract security operations to another company. |
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| ***SECURITY OPERATIONS*** |
| 1. Is the venue monitored by security on a 24-hour basis? [ ]  Yes [ ]  No  If no, please explain:       |
| 2. Please describe security presence at the entrance and egress of the venue:       |
| 3. Are patrons screened at venue entry? [ ]  Yes [ ]  No If yes, how? [ ]  Bag Checks [ ]  Wanding [ ]  Metal Detector [ ]  ID’s [ ]  Other:       Is patron screening done for all events? [ ]  Yes [ ]  No If no, please explain:       |
| 4. What are the staffing guidelines per number of patrons?       |
| 5. Are the staffing guidelines determined by: [ ]  Ordinance/Statute [ ]  Industry Standard |
| 6. Are security cameras on site? [ ]  Yes [ ]  No If yes, what areas are covered (outer perimeter, concourse, field of play, back stretch, interior,  parking, etc.)?       If yes, what is the data retention time period?       |
| 7. Are dogs used in your security operation? [ ]  Yes [ ]  No If yes, are the dogs and handlers certified? [ ]  Yes [ ]  No If no, please explain:       |
| 8. Do you work with local law enforcement regarding security operations? [ ]  Yes [ ]  No If yes, to what extent?[ ]  Tour Training [ ]  Table Top Training [ ]  Full Scale Training [ ]  None of these:       How often? [ ]  Monthly [ ]  Quarterly [ ]  Bi-annually [ ]  Annually [ ]  Other:       |
| 9. Are vendors screened before loading or unloading into the building? [ ]  Yes [ ]  No |
|  |
| ***SECURITY PERSONNEL*** |
| 1. Are security personnel employees of your company? [ ]  Yes [ ]  No If no, what is the relationship? [ ]  Independent Contractors [ ]  Off-duty police officers [ ]  Other, describe:       |
| 2. Answer the following for all people who will provide security services: How do you screen candidates (check all that apply)? [ ]  Criminal Background Check [ ]  Reference Check [ ]  Interview [ ]  Other:       Do you require initial training be completed prior to employment? [ ]  Yes [ ]  No Do you provide a personal copy of your training/safety manual? [ ]  Yes [ ]  No Do you require an annual refresher or continuing education training? [ ]  Yes [ ]  No |
| 3. Do any security guards/officers carry firearms as part of their equipment while on duty? [ ]  Yes [ ]  No If yes, answer the following: Do you issue the firearms or allow people to use their own (check all that apply)? [ ]  We issue them. [ ]  People can use their own. If people can use their own, do you inspect/approve the firearm? [ ]  N/A [ ]  Yes [ ]  No  Do you verify the appropriate firearms licenses are maintained by the individual? [ ]  Yes [ ]  No |

**Please provide the following with this QUESTIONNAIRE:**

* Five years of company loss runs with description of any individual claim or reserve in excess of $10,000
* Most current audited financials.
* Copy of expiring policy or specific manuscript endorsements that the insured would like to submit for consideration.
* List of all locations to be insured, including addresses and descriptions of each location.
* List of all insureds to be included along with a description of each.
* Diagram and photos of track
* Copy of Lease Agreement (if not owned)
* Copy of all contractor and sub-contractor agreements and/or contracts including copies of certificates of insurance from all contractors and sub-contractors (e.g. food service, liquor, security, maintenance)
* A schedule of events and all activities and ancillary events including description of each or a brochure for each event.
* Copy of facility rental agreement if special events are applicable; i.e., flea markets, festivals, concerts)
* Copy of current kennel agreement
* Copy of Dormitory or Employee Accommodation Agreement
* Copy of Employee Handbook

**SECURITY**

* Please provide a copy of the Training/Safety Manual
* If Security is contracted, please provide a complete copy of contract, a copy of the contracted security liability policy if insured is listed as additional insured by contract, and a copy of the security firm’s employment procedures.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS QUESTIONNAIRE. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

I further acknowledge that I understand that this information is provided in conjunction with and in addition to the ACORD application(s) referenced above and that the information contained herein is subject to the same notices, disclaimers, warranties, and representations as on the referenced application(s).

Date Signature of Insured Title

Send completed form along with referenced ACORD application(s) to:

 **American Specialty Insurance & Risk Services, Inc.**

**7609 W. Jefferson Boulevard, Suite 100**

**Fort Wayne, IN 46804**

**Phone: (800) 245-2744**

# E-mail: apply@americanspecialty.com