PARAGON
Insurance Holdings

OUTDOOR EVENT QUESTIONNAIRE

1. Name of Event: _____
2. Venue: _____
3. Address of Event: _____
4. Event Date & Time: From: _____ To:_____
5. Has the event been held before? _____

   If yes, how many times:

   In all: _____

   At this location: _____

   At this time of year: _____
6. Why is this location / venue being chosen?

   _____

7.
   a. Does the Event take place on tarmac, hard standing or similar surface (if Event takes place on grass, please answer this question with 'No')? _____
   b. Are there any hard standing access roads within the Event site? _____
   c. Do the entrance(s) and exit(s) hard standing surfaces? _____
   d. Are there separate entrances and exits for Event set up traffic and visitor traffic?

      _____

   If no to any of the above, what contingency plans are in place in the event of adverse weather and/or wet ground conditions?

   _____

8. Has the Event ever been affected by adverse weather or wet ground conditions?

   _____

   If so, please provide details, including date(s) and the conditions that caused the problem:

   _____

9. What contingency plans are in place in the event of adverse weather and/or wet ground conditions?

   _____

10. If car parks are unusable due to adverse weather and/or wet ground conditions, would this cause the Event to be cancelled? _____

    If so, are alternative car parking arrangements possible? _____

11. Have any drainage or ground improvements been made to the venue/Event site (including car parks or camping grounds in the last 10 years? _____

    If yes, please provide details: _____

12. Are camping grounds required / provided for the Event? _____

    If yes, what contingency plans are in place in the event of adverse weather and/or wet ground conditions?

    _____

13. Has any part of the venue/Event site (including car parks and camping grounds) been flooded or waterlogged during the last five (5) years? _____

    If yes, what contingency plans are in place in the event of adverse weather and/or wet ground conditions?

    _____

14. Is the venue/Event site near any watercourse, lake or river? _____

    If yes, provide details: _____

15. Is the venue/Event site significantly exposed to wind or rain? _____

If yes, provide details: _____

16. What proportion of ticket are sold / revenue generated in advance of the event?

    _____

17. Please confirm whether contingency supplies, such as trackway or matting, would be utilized in the event of adverse weather and that sufficient manpower would exist to deploy such measures.

    _____

    If yes, please confirm what contingency supplies would be used and how quickly can the supplies/manpower be accessed or deployed? _____

18. What is the schedule of events at the venue? When were the previous events and when will the next event begin? _____

19. What are organizer's contractual obligations to the venue/Event site in respect of cleanup costs?

    _____

20. If your Event is on grass and the grass is damaged, will you have to re-sod? _____