

Covers nonprofit museums and galleries, historical societies, performing arts organizations (theater, dance, music, opera), arts centers and schools, film and literary organizations, and festivals — including those that own or borrow collections, stage productions, tour, or run classes. Complete with ACORD 125/126. Attach the collections schedule or appraisal, a sample loan agreement, and the season or event calendar.

1 APPLICANT / ORGANIZATION INFORMATION

LEGAL ORGANIZATION NAME	DBA	FEIN	YEARS OPERATING
MAIN VENUE ADDRESS	CITY / STATE / ZIP	WEBSITE	

Organization type:

☐ Museum / gallery
 ☐ Historical society / house museum
 ☐ Theater / performing arts
 ☐ Arts center / school
 ☐ Festival / presenter
 ☐ Other

EXECUTIVE DIRECTOR / CONTACT	PHONE	EMAIL

VENUE OWNED, LEASED, OR RENTED PER SHOW?	ACCREDITATION (E.G., AAM) / UNION AGREEMENTS

2 OPERATIONS

DESCRIPTION OF THE ORGANIZATION (COLLECTIONS, PRODUCTIONS, PROGRAMS, AUDIENCES)

Activities (check all):

- ☐ Permanent collection
 ☐ Borrowed / loaned exhibitions
 ☐ Live performances
 ☐ Aerial, flying, or pyrotechnic effects
 ☐ Touring productions
 ☐ Classes or camps for youth
 ☐ Outdoor festivals
 ☐ Venue rentals to others

Size and volume:

- Annual attendance
 Venue seating capacity
 Performances / events per year
 Objects in collection
 Paid artists / staff

3 EXPOSURE & RISK QUESTIONS — COLLECTIONS & LOANS

Protesters damaged a Constable painting's frame and caused about GBP 15,000 in graffiti damage at another museum. Loan agreements decide who pays, and fine art policies carry exclusions lenders check.

3-1 Is the collection appraised or valued within the last 5 years, with high-value items scheduled? ☐ Yes ☐ No
IF YES, EXPLAIN

3-2 Does the organization borrow works, and do loan agreements require nail-to-nail coverage at agreed value? ☐ Yes ☐ No
IF YES, EXPLAIN

3-3 Are works crated, shipped, and installed by fine art handlers, with condition reports at each step? ☐ Yes ☐ No
IF YES, EXPLAIN

3-4 Are galleries and storage protected by alarms, cameras, guards, and climate control? ☐ Yes ☐ No
IF YES, EXPLAIN

3-5 Is fire suppression suitable for collections (pre-action or clean agent), and is storage above flood level? ☐ Yes ☐ No
IF YES, EXPLAIN

3-6 Does the organization hold Native American or other cultural items subject to repatriation claims? ☐ Yes ☐ No
IF YES, EXPLAIN

3-7 Has the organization deaccessioned or sold works in a way that drew donor, public, or legal objections? ☐ Yes ☐ No
IF YES, EXPLAIN

3-8 Has any owned or borrowed object been damaged, lost, or stolen in the last 10 years? ☐ Yes ☐ No
IF YES, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — PERFORMANCES, VENUES & PROGRAMS

A Broadway aerialist fell about 30 feet when a harness cable failed — the production's fourth accident during previews.

4-1 Are rigging, fly systems, and aerial equipment installed and inspected by qualified technicians? ☐ Yes ☐ No
IF YES, EXPLAIN

4-2 Are pyrotechnics, open flame, haze, or weapons used on stage, and are permits obtained? ☐ Yes ☐ No
IF YES, EXPLAIN

4-3 Are any performers or crew paid as independent contractors or working as unpaid volunteers? ☐ Yes ☐ No
IF YES, EXPLAIN

4-4 Does the organization tour or perform at venues it does not control, and who insures the equipment? ☐ Yes ☐ No
IF YES, EXPLAIN

4-5 Are youth classes or camps run with background-checked instructors and abuse prevention policies? ☐ Yes ☐ No
IF YES, EXPLAIN

4-6 Is alcohol served at performances, openings, or galas? ☐ Yes ☐ No
IF YES, EXPLAIN

4-7 Are music, images, and scripts licensed for every production, exhibition, and recording? ☐ Yes ☐ No
IF YES, EXPLAIN

5 PAYROLL, SALES & REVENUE

TOTAL ANNUAL PAYROLL (\$, ILLUSTRATIVE)	NUMBER OF EMPLOYEES	PAYMENTS TO CONTRACT ARTISTS (\$, ILLUSTRATIVE)
TOTAL ANNUAL REVENUE (\$, ILLUSTRATIVE)	TICKET / ADMISSION REVENUE (\$, ILLUSTRATIVE)	TOTAL COLLECTION VALUE (\$, ILLUSTRATIVE)

6 PRIOR INSURANCE & LOSS HISTORY

Attach currently-valued loss runs for the last 5 years.

CURRENT FINE ARTS CARRIER / LIMIT	CURRENT GL CARRIER	D&O CARRIER / LIMIT

6-1 Has any carrier declined, cancelled, or non-renewed coverage for this organization in the last 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

6-2 Has a performer, crew member, or audience member been seriously injured at a production or event? ☐ Yes ☐ No
IF YES, EXPLAIN

DATE OF LOSS	DESCRIPTION	TOTAL INCURRED (\$, ILLUSTRATIVE)	OPEN / CLOSED

6-3 Is the applicant aware of any incident, complaint, or circumstance not yet resulting in a claim that could reasonably give rise to one? ☐ Yes ☐ No
IF YES, EXPLAIN

7 RISK MANAGEMENT & SAFETY

7-1

Is there a written emergency plan for collections, including salvage priorities?

☐ Yes ☐ No

IF YES, EXPLAIN

7-2

Is there a production safety officer who signs off on stunts, effects, and rigging?

☐ Yes ☐ No

IF YES, EXPLAIN

7-3

Are loan agreements, condition reports, and appraisals kept for every object?

☐ Yes ☐ No

IF YES, EXPLAIN

8 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. (State-specific fraud warnings apply; see state amendatory notice.)

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)	TITLE	DATE
PRODUCER — CORY WASHINGTON & CO. LLC	PRODUCER SIGNATURE (TYPE FULL NAME)	DATE