

## SALON AND DAY SPA GENERAL LIABILITY AND PROPERTY APPLICATION

### SUBMISSION REQUIREMENTS

- Completed, signed, and dated PHLX Salon and Day Spa Supplemental application
- Currently valued insurance company loss runs for the current policy period plus three (3) prior years  
If none, a No Loss Letter is required
- Website Address
- Copy of Service Menu or Brochure
- Copy of Resume if in business less than three (3) years

***If any of the following services are provided, you are not eligible for this program: Acupuncture, Permanent Make-Up, Chiropractic, Tattooing, Laser Hair Removal, Botox or Injections of any kind.***

### GENERAL INFORMATION

Legal Business Name:

Doing Business As (DBA):

Applicant's Name:

Contact Name:

Business Entity:          LLC                  Sole Proprietorship                  Partnership                  Corporation                  Non Profit

Physical Address:

City:

State:

Zip:

County:

Is the location a private residence?

Yes          No

If yes, is there a separate entrance? Please explain.

Yes          No

Number of Locations:

***(Complete a separate application for each location)***

Check here if mailing address is the same as location address.

Mailing Address:

City:

State:

Zip:

County:

Telephone:

Fax:

E-mail:

Website:

Risk Management Contact:

Risk Management's Phone:

Risk Management Email:

Requested effective date:

### PREVIOUS CARRIER INFORMATION

	CARRIER	EXPIRATION	ANNUAL PREMIUM
Property			\$
General Liability			\$
Crime			\$

1. Has the Applicant been cancelled or non-renewed? If yes, explain.

Yes          No

**GENERAL LIABILITY\***

**Multiple locations must complete a separate application for each location**

\*General Liability coverage is written through the Fitness & Wellness Risk Purchasing Group. A Fee is required to join this Risk Purchasing Group. This fee may vary, but the exact amount will be indicated on your proposal and / or invoice.

- 1. Type of facility:                    Day Spa                    Destination Spa  
     Check if also a Fitness Facility
- 2. Does the Applicant’s business engage in operations not day spa related? If yes, explain.                    Yes                    No
  
- 3. Years in Business:
- 4. Gross Annual Revenues: \$
- 5. Gross Payroll: \$
- 6. Square Footage:
- 7. Total number of Members / Clients:
- 8. Monthly Membership Dues: \$

**Liability Coverages and Limits**

Commercial General Liability / Professional Liability  
Personal and Advertising Injury Liability

- 1. Occurrence / Aggregate Limit (please indicate):  
     \$1,000,000 / \$2,000,000  
     \$1,000,000 / \$3,000,000  
     Umbrella:    Yes            No            Limit: \$
- 2. Sexual Abuse Liability \$100,000 per occurrence / \$300,000 aggregate
- 3. Tenant Legal Limit (please indicate):  
     \$100,000  
     \$300,000
- 4. Medical Payments (please indicate):  
     \$1,000  
     \$5,000
- 5. Non-Owned and Hired Automobile Liability:                    Yes            No
- 6. Stop Gap: (ND, WA, WY, OH)                    Yes            No
- 7. Is the Applicant’s current General Liability or Professional Liability written on an:  
     Occurrence Basis                    Claims Made Basis    If claims made, what is the retroactive date:

**OPERATIONS**

- 1. Please check the professional services that the Applicant performs and for which the Applicant desires coverage under the policy.  
**NOTE:** Any professional service for which the Applicant does not provide such information will not be covered under the policy.  
**NOTE: Checking a professional service does not obligate us to insure it.**
- |  |                               |
|--|-------------------------------|
| Aromatherapy                                     | Facial and Skin cleansing     |
| Body massage                                     | Facial scalp massage          |
| Body Piercing (other than ear lobe)              | Hair cutting/styling/coloring |
| Body wraps for weight/water reduction            | Hydrotherapy                  |
| Body wraps for other than weight/water reduction | Manicure or pedicure          |
| Cosmetics / Make-up application                  | Micro-dermabrasion**          |
| Ear piercing                                     | Teeth whitening               |
| Electrolysis                                     | LED teeth whitening only      |
| Endermology                                      | Waxing                        |
- Chemical Peels – Please indicate the highest acidity level used in facials:  
Please list the highest percentage of Alpha Hydroxy or Beta Hydroxy used in facials:                    %  
Please list any acids used that are not Alpha Hydroxy or Beta Hydroxy (Phenol Acid, Trichloroacetic “TCA” Acid, etc.):

\*\* If the Applicant offers micro-dermabrasion, you must confirm that any staff performing this service are licensed aestheticians and each are certified by the manufacturer. Check here if yes.  
If no, explain:

2. Please provide the percentage of revenue

Tanning:	%
Hair Services:	%
Massage:	%
Manicure/Pedicure:	%
Product Sales:	%

3. Provide the number for each:

*Employees (part-time is less than 10 hours/week) and independent contractors. Do not include the owner.*

Staff	Employees: (Part-time is less than 10 hrs/wk)		Independent Contractors	
	Full-time	Part-time	Full-time	Part-time
Aestheticians				
Masseuse				
Body wrap technicians				
Manicurists				
Beauticians				
Electrologist				
Pilates instructors				
Yoga instructors				
Fitness instructors				
Aerobic instructors				
Students (Aesthetician or Electrologist)				
Office Staff				
<b>TOTAL:</b>				

### Exposures and Equipment

1. Please provide the **number** of the following:

Equipment	Number
Exercise equipment (NOT including free weights and mats)	
Hydrotherapy Tables/Tubs/Floatation Tanks	
Jacuzzis	
Steam/Sauna	
Swimming Pools	

Are all swimming pools and spas compliant with the Virginia Graeme Baker Pool and Safety Act? If no, provide a time table and action plan:

Yes No

Diving Boards?

Yes No

Tanning Beds/Booths?

Yes No

If yes, how many:

If yes:

Are goggles required?

Yes No

Are token timers used?

Yes No

Are operators present?

Yes No

Are controls on the outside of the booth / bed?

Yes No

Are tanning booth waivers signed by members?

Yes No

Are only the manufacturer suggested bulbs used?

Yes No

Type of bulbs used: UVA: % UVB: %

Are warning signs posted regarding ultraviolet rays?

Yes No

2.	Are all technicians licensed if required by law?	Yes	No
3.	Does the Applicant's equipment comply with and is the Applicant aware of all requirements of federal and state regulatory agencies?	Yes	No
4.	How many Automatic External Defibrillators (AEDs) do you have at each location:		
5.	How many employees at each location are trained to operate an AED:		
6.	Was full CPR training a part of the AED training?	Yes	No
7.	Do independent contractors or booth renters conduct operations on your premises?	Yes	No
8.	Are the work areas where acrylics are used well-ventilated?	Yes	No
9.	Do all employees receive safety instruction to avoid potential eye contamination by chemicals?	Yes	No
10.	Are all body contact supplies sanitized after each use?	Yes	No
11.	Are toxic chemicals stored away from the access of customers?	Yes	No
12.	Does the Applicant provide on-site child care for customers or employees? (This is not a covered hazard.)	Yes	No
13.	If the Applicant's clients operate any exercise equipment, are they instructed and monitored?	Yes	No
14.	Does the Applicant manufacture or re-package any product?	Yes	No
15.	Is any product manufactured and distributed under the Applicant's private label? If yes, please describe the product and attach proof of manufacturer coverage:	Yes	No
16.	Does the Applicant mandate that employees stay up to date with their certifications? If yes, how often?	Yes	No
17.	Does the Applicant use and save as a permanent record, a hazard disclosure and personal injury disclaimer or waiver for each customer for all services performed?	Yes	No
18.	How often are client intake forms requested?		
19.	Are off premise laundry services used? If yes, how often?	Yes	No
	Is a certificate of insurance collected to verify coverage?	Yes	No
20.	Does the Applicant have a medical crisis plan?	Yes	No
21.	Does the Applicant require health histories, intake questionnaires? If yes, how long are they kept:	Yes	No
22.	Does the Applicant require signed waivers / client intake forms from all clients?	Yes	No
23.	Is signage used throughout the facility to prevent injury?	Yes	No
24.	Does the Applicant have non-slip surfaces in all wet areas?	Yes	No
25.	Does the Applicant's facility have a restaurant / snack bar? If yes, please explain:	Yes	No
26.	Does the Applicant sub-lease space to others? If yes, please explain:	Yes	No
27.	Is there a retail shop? What are the hours of operation: Is staff present during all hours of operation?	Yes Yes	No No

### Abuse and Molestation

1.	Does the Applicant's employment process (for employees and volunteers) include verification of whether the individual has ever been convicted of any crime, including sex-related or child abuse related offenses, before an offer of employment is made?	Yes	No
2.	Does Applicant's state permit you to do criminal background investigations? If yes, does the Applicant routinely request and receive such background investigations?	Yes Yes	No No
3.	Will any independent contractors have access to clients or children in a closed door setting or perform operations where they will be physically touching another person? a. Does the Applicant perform background checks on hired independent contractors? b. If no, please explain:	Yes Yes	No No
4.	Does the Applicant verify employment-related references?	Yes	No
5.	Does the Applicant conduct a personal interview?	Yes	No
6.	Does the Applicant have written procedures for dealing with sexual abuse? If yes, attach a copy.	Yes	No
7.	Does the Applicant have a plan of supervision that monitors staff in day-to-day relationships with clients, both on and off premises?	Yes	No

8. Has the Applicant ever had an incident which resulted in an allegation of sexual abuse? Yes No  
 If yes, describe:

**Day Nursery/Babysitting**

1. Are waivers signed by parents? Yes No  
 2. Ratio of staff to children:  
 3. Qualifications of staff:  
 4. Activities occurring:  
 Is there a playground? Yes No  
 If yes, type of equipment:  
 If outdoor, what type of surface is under the equipment:  
 What type of supervision is given to the playground:

**Additional Insureds**

Eligible Additional Insured criteria include landlords, property managers, equipment rental companies, mortgagees and lien holders.

Name: Type of Insured:  
 Address:  
 City: State: Zip Code:  
 E-Mail: Telephone Number:

**PROPERTY SECTION**  
 Check this box if you DO NOT WANT property coverage and proceed to signature page.  
 Multiple locations must complete a separate application for each location.  
*Property coverage cannot be purchased on stand-alone basis*

**Building(s)**

Loc. No.	Bldg. No.	ACV/RC	Limit of Insurance	Coinsurance
			\$	90%

**Contents**

Loc. No.	Bldg. No.	ACV/RC	Limit of Insurance	Coinsurance
			\$	90%

**Tenant Improvements and Betterments**

Loc. No.	Bldg. No.	ACV/RC	Limit of Insurance	Coinsurance
			\$	90%
Deductible	\$500	\$1,000	Other: \$	

**Business Income**

Loc. No.	Bldg. No.	ALS	Limit of Insurance	Coinsurance
			\$	50%

Monthly Limit of Indemnity Form also available. If desired, please indicate the following:

Monthly Limitation: 1/3 1/4 1/6  
 (No coinsurance clause)

**REQUIRED UNDERWRITING INFORMATION**

1. Construction of Building Number of Stories:  
 Walls: Wood Frame Brick / Brick Steel Frame Other:  
 Roof: Wood Frame Poured Concrete Steel Frame Other:  
 Floor: Wood Frame Concrete Other:

2. Year Built: Square Footage: Age of Roof:  
 If building is over 25 years old, provide year of update for:  
 Roof: Wiring: Plumbing: Heating:

3. Does the Applicant have any air supported fabric roof structures on premise? (Tennis bubbles, Event tents, etc...) Yes No

4. Burglar Alarm: Yes No  
 If yes, Central Station with Keys Central Station without Keys  
 Fire Alarm Yes No If yes, Central Station Local Gong

5. Does the property have automatic fire sprinklers? Yes No
6. Distance from building to: Fire Hydrant: Fire Station (miles):
7. Does the property have aluminum wiring? Yes No  
 If yes, has it been retrofitted with one of the PHLY approved connectors and by a licensed electrician? Indicate which one: Yes No  
     COPALUM Yes No  
     AlumiConn Yes No
- Date updated:

**Please supply retro-fit documentation or statement from installing contractor.**

8. Does the Applicant own the building? Yes No  
 If no, who does:
9. Mortgagee:
10. Loss Payee:

**11. Signs**

	Type	Value	Location
1.		\$	
2.		\$	
3.		\$	

**Flood**

12. Does the Applicant have a current flood policy in force? Yes No  
 If yes, attach a copy of the declarations page.  
 If no, would you like a flood quote with our proposal? Yes No  
**(Flood quote will be secured through the Write Your Own Flood Program)**

**Crime**

- |     |                                      |    |
|-----|--------------------------------------|----|
| 13. | Theft, Disappearance and Destruction | \$ |
| 14. | Loss Inside the Premises             | \$ |
|     | Loss Outside the Premises            | \$ |
15. Employee Dishonesty: \$
16. Number of officers and employees who have custody of the money:
17. By whom is financial audit completed:
18. Frequency of audits:
19. Is there a countersignature procedure in place? Yes No
20. Frequency of bank deposits:
21. Are accounts reconciled by someone not authorized to deposit or withdraw monies? Yes No

**The insurer may not be subject to all insurance laws and regulations of this state. The member benefits described are guaranteed through an insurance contract. The Fitness and Wellness Risk Purchasing Group's insurance policy is underwritten by Philadelphia Indemnity Insurance Company.**

**FRAUD STATEMENT AND SIGNATURE SECTIONS**

The Undersigned states that he/she is an authorized representative of the Applicant and declares to the best of his/her knowledge and belief and after reasonable inquiry, that the statements set forth in this Application (and any attachments submitted with this Application) are true and complete and may be relied upon by Company \* in quoting and issuing the policy. If any of the information in this Application changes prior to the effective date of the policy, the Applicant will notify the Company of such changes and the Company may modify or withdraw the quote or binder.

The signing of this Application does not bind the Company to offer, or the Applicant to purchase the policy.

\*Company refers collectively to Philadelphia Indemnity Insurance Company and Tokio Marine Specialty Insurance Company

**FRAUD NOTICE STATEMENTS**

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 THAT PERSON TO CRIMINAL AND CIVIL PENALTIES (IN OREGON, THE AFOREMENTIONED ACTIONS MAY CONSTITUTE A FRAUDULENT INSURANCE ACT WHICH MAY BE A CRIME AND MAY SUBJECT THE PERSON TO PENALTIES). (IN NEW YORK, THE CIVIL PENALTY IS NOT TO EXCEED FIVE THOUSAND DOLLARS (\$5,000) AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION). (NOT APPLICABLE IN AL, AR, AZ, CO, DC, FL, KS, LA, ME, MD, MN, NM, OK, RI, TN, VA, VT, WA AND WV).

**APPLICABLE IN AL, AR, AZ, DC, LA, MD, NM, RI AND WV:** ANY PERSON WHO KNOWINGLY (OR WILLFULLY IN MD) PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY (OR WILLFULLY IN MD) PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES OR CONFINEMENT IN PRISON.

**APPLICABLE IN COLORADO:** IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICYHOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICYHOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AGENCIES.

**APPLICABLE IN FLORIDA AND OKLAHOMA:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION IS GUILTY OF A FELONY (IN FL, A PERSON IS GUILTY OF A FELONY OF THE THIRD DEGREE).

**APPLICABLE IN KANSAS:** AN ACT COMMITTED BY ANY PERSON WHO, KNOWINGLY AND WITH INTENT TO DEFRAUD, PRESENTS, CAUSES TO BE PRESENTED OR PREPARES WITH KNOWLEDGE OR BELIEF THAT IT WILL BE PRESENTED TO OR BY AN INSURER, PURPORTED INSURER, BROKER OR ANY AGENT THEREOF, ANY WRITTEN, ELECTRONIC, ELECTRONIC IMPULSE, FACSIMILE, MAGNETIC, ORAL, OR TELEPHONIC COMMUNICATION OR STATEMENT AS PART OF, OR IN SUPPORT OF, AN APPLICATION FOR THE ISSUANCE OF, OR THE RATING OF AN INSURANCE POLICY FOR PERSONAL OR COMMERCIAL INSURANCE, OR A CLAIM FOR PAYMENT OR OTHER BENEFIT PURSUANT TO AN INSURANCE POLICY FOR COMMERCIAL OR PERSONAL INSURANCE WHICH SUCH PERSON KNOWS TO CONTAIN MATERIALLY FALSE INFORMATION CONCERNING ANY FACT MATERIAL THERETO; OR CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO.

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**APPLICABLE IN MAINE, TENNESSEE, VIRGINIA AND WASHINGTON:** IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.

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NAME (PLEASE PRINT/TYPE)

TITLE  
(MUST BE SIGNED BY THE PRESIDENT, CHAIRMAN, CEO OR EXECUTIVE DIRECTOR)

SIGNATURE

DATE

**SECTION TO BE COMPLETED BY THE PRODUCER/BROKER/AGENT**

PRODUCER  
(If this is a Florida Risk, Producer means Florida Licensed Agent)

AGENCY

PRODUCER LICENSE NUMBER  
(If this is a Florida Risk, Producer means Florida Licensed Agent)

ADDRESS (STREET, CITY, STATE, ZIP)



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## CYBER SECURITY LIABILITY ENDORSEMENT – SUPPLEMENTAL QUESTIONNAIRE (FOR LIMITS \$250,000 OR LESS)

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Applicant Name:

Mailing Address:

City:

State:

Zip:

Website: www:

1. Nature of Operations:

2. Annual sales or revenue: \$

3. Does the Applicant collect, store or otherwise handle any Personally Identifiable Information (PII) belonging to customers, clients, or other third parties, other than employees? Yes No  
If yes, please indicate the types of Personally Identifiable Information held. (check all that apply):

Social Security Numbers, Bank or Other Financial Account Details, Driver's License or other State Identification Numbers

Non-Public Medical or Healthcare Data, including Protected Health Information (PHI)

Credit or Debit Card Information

4. a. During the last three (3) years, has anyone alleged that the Applicant was responsible for damage to their computer system(s) arising out of the operation of the Applicant's computer system(s)? Yes No

b. During the last three (3) years, has anyone made a demand, claim, complaint, or filed a lawsuit against the Applicant alleging invasion or interference of rights of privacy or the inappropriate disclosure of Personally Identifiable Information (PII)? Yes No

c. During the last three (3) years, has the Applicant been the subject of an investigation or action by any regulatory or administrative agency for privacy-related violations? Yes No

d. Is the Applicant aware of any circumstance that could reasonably be anticipated to result in a claim being made against them for the coverage being applied for? Yes No



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