

Section Name	Field Name	Field and/or Section Description
TITLE ACORD 802 (2011/09)	Hotel / Motel Supplement	The title of the form. ACORD 802, Hotel / Motel Supplement, should be used as a supplement to ACORD 126, Commercial General Liability Section, to provide necessary information when applying for hotel / motel coverage.
IDENTIFICATION SECTION	Agency Customer ID	Enter identifier: The customer's identification number assigned by the producer (e.g. agency or brokerage).
IDENTIFICATION SECTION	Loc #	Enter number: The location number for the premises.
IDENTIFICATION SECTION	Date	Enter date: The month/day/year on which the form is completed. (MM/DD/YYYY)
IDENTIFICATION SECTION	Agency	Enter text: The full name of the producer/agency.
IDENTIFICATION SECTION	Policy Number	Enter identifier: The identifier assigned by the insurer to the policy, or submission, being referenced exactly as it appears on the policy, including prefix and suffix symbols. If required for self-insurance, the self-insured license or contract number.
IDENTIFICATION SECTION	Effective Date	Enter date: The effective date of the policy. The date that the terms and conditions of the policy commence.
IDENTIFICATION SECTION	Carrier	Enter text: The insurer's full legal company name(s) as found in the file copy of the policy. Use the actual name of the company within the group to which the policy has been issued. This is not the insurer's group name or trade name.
IDENTIFICATION SECTION	NAIC Code	Enter code: The identification code assigned to the insurer by the NAIC.
IDENTIFICATION SECTION	Named Insured/Applicant	Enter text: The named insured(s) as it/they will appear on the policy declarations page.
IDENTIFICATION SECTION	Street	Enter text: The first address line of the physical location.
IDENTIFICATION SECTION	City	Enter text: The city of the physical location.
IDENTIFICATION SECTION	State	Enter code: The state or province of the physical location.
IDENTIFICATION SECTION	County	Enter text: The county of the location.
IDENTIFICATION SECTION	Zip	Enter code: The postal code of the physical location.
IDENTIFICATION SECTION	No. of Guests	Enter number: The number of guest rooms.

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IDENTIFICATION SECTION	Average Occ Rate	Enter percentage: The average percent of occupancy for motel guest rooms.
IDENTIFICATION SECTION	Maximum Occ (Guests)	Enter number: The maximum occupancy (number of guests).
IDENTIFICATION SECTION	Hotel/Motel	Check the box (if applicable): Indicates the nature of business is a hotel or motel.
IDENTIFICATION SECTION	Bed & Breakfast Inn	Check the box (if applicable): Indicates the nature of business is a bed and breakfast inn.
IDENTIFICATION SECTION	Other	Check the box (if applicable): Indicates the nature of business is other than those listed.
IDENTIFICATION SECTION	Describe Other	Enter text: The description of the nature/type of business.
GENERAL INFORMATION	Does the applicant host business meetings, conferences or trade shows? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Does the applicant host business meetings, conferences or trade shows?"
GENERAL INFORMATION	# of Meeting Rooms	Enter number: The number of meeting rooms in the hotel/motel.
GENERAL INFORMATION	Maximum Occ (largest attendee count)	Enter number: The maximum occupancy (largest attendee count).
GENERAL INFORMATION	# of Events Per Year	Enter number: The number of events per year.
GENERAL INFORMATION	Is the parking lot in good condition and well lighted? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is the parking lot in good condition and well lighted?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if the hotel/motel parking lot is not in good condition or is not well lit.
GENERAL INFORMATION	Does the business contract with a pest control service? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Does the business contract with a pest control service?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if the hotel/motel business contracts with a pest control service.
GENERAL INFORMATION	Are the insured's heating, refrigeration and air conditioning systems regularly checked? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are the insured's heating, refrigeration and air conditioning systems regularly checked?" (if yes, how often?)
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if the insured's heating, refrigeration and air conditioning systems are regularly checked.

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GENERAL INFORMATION	Is the structure in compliance with (National Fire Protection Association) NFPA 13 and NFPA 101? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is the structure in compliance with (National Fire Protection Association) NFPA 13 and NFPA 101?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if the hotel/motel structure is compliant with NPFA (National Fire Protection Association 13 and 101) standards.
GENERAL INFORMATION	Are all rooms equipped with smoke detectors? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are all rooms equipped with smoke detectors?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if all hotel/motel rooms are equipped with smoke detectors.
GENERAL INFORMATION	Are all rooms equipped with sprinklers? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are all rooms equipped with sprinklers?"
GENERAL INFORMATION	Explanation	Enter text: A statements explaining if all hotel/motel rooms are equipped with sprinklers.
GENERAL INFORMATION	Are there special smoke or fire alarm devices in rooms for hearing impaired guests? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are there special smoke or fire alarm devices in rooms for hearing impaired guests?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if a hotel/motel rooms have special smoke or fire alarm devices in rooms for hearing impaired guests.
GENERAL INFORMATION	Are fire safety messages posted in all rooms? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are fire safety messages posted in all rooms?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if fire safety messages are posted in all rooms.
GENERAL INFORMATION	Is there an emergency evacuation plan in place? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is there an emergency evacuation plan in place?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining whether the hotel/motel has an emergency evacuation plan in place.
GENERAL INFORMATION	Are there sufficient and well-illuminated fire exits? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are there sufficient and well-illuminated fire exits?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if the hotel/motel has sufficient and well illuminated fire exits.
GENERAL INFORMATION	Do fire exits have emergency lighting? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Do fire exits have emergency lighting?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if the hotel/motel fire exit's have emergency lighting.
GENERAL INFORMATION	Do hallways have emergency lighting? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Do hallways have emergency lighting?"

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GENERAL INFORMATION	Explanation	Enter text: A statement explaining if the hotel/motel hallways have emergency lighting.
GENERAL INFORMATION	Do individual guest rooms have balconies? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Do individual guest rooms have balconies"? (if yes, describe)
GENERAL INFORMATION	Explanation	Enter text: A statement explaining individual guest rooms in the hotel/motel have balconies.
GENERAL INFORMATION	Are balcony platforms and railings regularly inspected for structural integrity and strength? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are balcony platforms and railings regularly inspected for structural integrity and strength?" (If yes, how often?)
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if individual balcony platforms and railings are regularly inspected for structural integrity and strength.
IDENTIFICATION SECTION	Agency Customer ID	Enter identifier: The customer's identification number assigned by the producer (e.g. agency or brokerage).
IDENTIFICATION SECTION	Loc #	Enter number: The location number for the premises.
GENERAL INFORMATION	Do security personnel carry guns? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Do security personnel carry guns?" (If yes, describe training procedures)
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if hotel/motel security personnel carry guns.
GENERAL INFORMATION	Are employees trained in first aid? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are employees trained in first aid?"
GENERAL INFORMATION	Are the elevators and/or escalators inspected regularly? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are the elevators and/or escalators inspected regularly?" (If yes, how often?)
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if hotel/motel elevator and or escalators are regularly inspected.
GENERAL INFORMATION	Are laundry facilities provided? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are laundry facilities provided?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if hotel/motel laundry facilities are provided.
GENERAL INFORMATION	Does the insured allow guests to store valuables in the hotel safe? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Does the insured allow guests to store valuables in the hotel safe?"
GENERAL INFORMATION	Are all entrances locked or monitored at night? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are all entrances locked or monitored at night?"

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GENERAL INFORMATION	Explanation	Enter text: A Statement explaining if the hotel motel entrances are locked and or monitored at night.
GENERAL INFORMATION	Are there any facilities that will draw crowds to the upper floors? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are there any facilities that will draw crowds to the upper floors?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if the hotel/motel has any facilities that will draw crowds to the upper floors.
GENERAL INFORMATION	Does the insured have a policy of providing alternate accomodations? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Does the insured have a policy of providing alternate accommodations?"
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if the insured has a policy in place to provide alternate accommodations if necessary.
GENERAL INFORMATION	Any special facilities or amenities offered? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Any special facilities or amities offered? Including but not limited to: Day care, fitness, swimming, horses, scuba, fishing, boating, ballooning, etc."
GENERAL INFORMATION	Explanation	Enter text: A statement explaining if the hotel/motel offers any special facilities or amities including but not limited to: day care, fitness, swimming, horses, scuba, fishing, boating, ballooning, etc.
BED & BREAKFAST INFORMATION ONLY	Name of Inn	Enter text: The name of the Inn.
BED & BREAKFAST INFORMATION ONLY	Cleaning solvents storage location	Enter text: The cleaning solvents storage location.
BED & BREAKFAST INFORMATION ONLY	Cleaning solvents cabinet locked or stored out of reach of children?	Check the box (if applicable): Indicates cleaning solvent cabinet is locked or stored out of reach of children.
BED & BREAKFAST INFORMATION ONLY	Does the inn owner reside elsewhere; or is the inn operated by someone other than the owner? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Does the inn owner reside elsewhere; or is the inn operated by someone other than the owner? (If yes, provide name and experience of operator)"
BED & BREAKFAST INFORMATION ONLY	If "Yes" provide the name and experience of operator	Enter text: A statement explaining if the own of the bed & breakfast resides elsewhere or the inn is operated by someone other than the owner.
FOOD SERVICE INFORMATION ONLY	Is food served? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is food prepared?" (vending machines not applicable)
FOOD SERVICE INFORMATION ONLY	Does food preparation involve cooking? If "yes", complete ACORD 185) Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Does food preparation involve cooking?"

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FOOD SERVICE INFORMATION ONLY	Are preparations and sanitation procedures followed to prevent food borne illness? Y/N	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Are preparation and sanitation procedures followed to prevent food borne illness?"
FOOD SERVICE INFORMATION ONLY	Explanation	Enter text: A statement explaining whether hotel/ motel preparation and sanitation procedures are followed to prevent food borne illness.
FOOD SERVICE INFORMATION ONLY	Continental Breakfast	Check the box (if applicable): Indicates a continental breakfast is served at the establishment.
FOOD SERVICE INFORMATION ONLY	Self Service	Check the box (if applicable): Indicates self service is available at the establishment.
FOOD SERVICE INFORMATION ONLY	Re-Heating Pre-Cooked Food	Check the box (if applicable): Indicates re-heating of pre-cooked food occurs at the establishment.
FOOD SERVICE INFORMATION ONLY	Food Service	Check the box (if applicable): Indicates food service is available at the establishment.
FOOD SERVICE INFORMATION ONLY	Number of Tables	Enter number: The number of tables within the dining area of the hotel/motel.
Edition	Date	The edition identifier of the form including the form number and edition (the date is typically formatted YYYY/MM).