

# INCIDENT REPORT

<b>Club/Venue/Festival Name</b>		<b>Manager/Supervisor on Duty</b>	
<b>Date of incident</b>	<b>Time of incident</b>	<b>Person making report</b>	
<b>Best Contact Number and Contact time for Person Reporting (i.e. M-W; 8-5 @ 214-XXX-XXXX)</b>			
<b>Email Address</b>			
<b>Location of Incident (area of club/venue)</b>			
<b>Name of patron involved</b>	<b>Phone Number</b>	<b>Address</b>	
<b>Description of Incident (use add'l sheet if needed):</b>			

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<u>Non-employee witnesses</u>		<u>Other employees involved</u>	<u>Was patron asked to leave premises</u>
<u>Were Patron(s) noticeably intoxicated</u>		<u>How could you tell</u>	
<u>Was anything noticeable before or after the incident</u>			
<u>Were patron(s) escorted off premises</u>		<u>How were patron(s) escorted off premises</u>	
<u>Did patron physically resist</u>		<u>How did patron resist</u>	
<u>Were the police called/present</u>	<u>Was a police report written</u>	<u>Police name, report, badge #</u>	
<u>Any visible injuries to patron(s)</u>			
<u>Were medical services offered</u>		<u>Was medical service refused</u>	
<u>Medical Service Provider</u>		<u>Contact Information</u>	

**Fax Both Pages to 214-749-7720 or  
Email to [claims@ascendib.com](mailto:claims@ascendib.com)**