

Insured

Organisation & legal title

Contact name

Address

Postcode

Daytime contact telephone no.

Email

Your conference/meeting/lecture/seminar

Name of your event

Period of your event

Venue

Address

Postcode

From

To

Please state as accurately as possible the number of attendees at your event per day.

Please take reasonable care to answer all the questions honestly and to the best of your knowledge. Your answers to the questions will affect our decision to provide cover and the premium charged. If you don't understand a question or cannot answer it, please contact us immediately because if you don't answer the questions correctly, your policy may be void.

ABOUT YOU

1

Are you the organiser of the event?

YES

NO

2

Whilst organising or participating in any event have you, any official, committee member or co-organiser:

a)

Suffered any loss or circumstance which has, or might have given rise to a claim under this type of insurance in the last five years?

YES

NO

b)

Had any insurance declined, cancelled or had special terms imposed by any event insurer?

YES

NO

3

Have you or any official committee member, partner, co-organiser or member of the insured been convicted of any criminal offence other than a driving offence, which is currently unspent?

YES

NO

EVENT ACTIVITIES

Please state the theme/topic of your event and also the principal activities taking place:

COVER QUESTIONS

4

Are written contracts or receipts in place between yourself and your venue and/or suppliers?

YES

NO

5

Do you require cover to include cancellation as a result of the non-appearance of a key speaker, delegate or attendee? If yes, please complete the below.

YES

NO

Name of dependent:

Age of dependent:

Where are they travelling from?

How long ahead of their appearance will they be arriving?

Does the key person have any other UK commitments?

Are the persons UK commitments in the same area as your own event?

Do you have a contract in place with the dependent confirming their appearance at your event?

Has the Key Person cancelled any appearance in the last 12 months?

Please provide the details as to why they cancelled their appearance(s):

Do you have a contingency plan in place should your key person not be able to attend (for example a back-up speaker, host etc)?

Please can you supply the details of your contingency plan:

**Important**  
THE POLICY WILL BE ISSUED BASED UPON THE INFORMATION PROVIDED TO US BY YOU. YOU MUST TAKE REASONABLE CARE TO PROVIDE US WITH ACCURATE INFORMATION AND YOU SHOULD NOTIFY US IMMEDIATELY IF ANYTHING IS INCORRECT OR IF YOU ARE UNSURE ABOUT ANY DETAILS. PROVIDING INACCURATE INFORMATION COULD ADVERSELY AFFECT YOUR POLICY, INCLUDING INVALIDATING YOUR POLICY AND CLAIMS BEING REJECTED OR NOT FULLY PAID. SHOULD ANY INFORMATION CHANGE DURING THE PERIOD OF INSURANCE YOU SHOULD NOTIFY US IMMEDIATELY. INSURANCE COVER IS SUBJECT TO OUR TERMS AND CONDITIONS. IF YOU WOULD LIKE A COPY, PLEASE REFER TO OUR WEBSITE OR CONTACT US ON 01425 470360.

Signature

Date

public liability

The total number of delegates should include all persons who will be attending the event in a single venue.

	PREMIUM		
TOTAL DELEGATES	£1M	£2M	£5M
Up to 100	£52	£62	£77
Up to 250	£72	£83	£98
Up to 500	£99	£108	£124
Up to 750	£110	£119	£134

employer's liability £5 million (Cover is in respect of 2 consecutive days)

EMPLOYERS	PREMIUM
Up to 10 volunteers/helpers/employees	£52

event equipment

COVER UP TO	PREMIUM
£2,500	£21
£5,000	£41
£7,500	£62
£10,000	£83
£15,000	£124
£20,000	£165

cancellation/postponement/abandonment

COVER UP TO	PREMIUM
£2,500	£26
£5,000	£52
£7,500	£77
£10,000	£103
£15,000	£155
£20,000	£207

All sections are extendable by quotation.

payment form

**Event Insurance Services Ltd.**  
Freepost, Ringwood, Hants BH24 1AJ  
**Telephone** 01425 470360 **Fax** 01425 474905  
**email** [info@events-insurance.co.uk](mailto:info@events-insurance.co.uk) **web** [www.events-insurance.co.uk](http://www.events-insurance.co.uk)

How would you like us to send your documents?

☐ Post.

☐ Email.

Please confirm, if you wish to proceed with the cover, how you wish to pay?

☐ Card payment over the phone.

☐ I enclose a cheque.

☐ I would like to pay by BACS transfer.

If you would like to pay by card or by BACS, please supply us with your best daytime contact number and an indication of which time slot you would prefer us to contact you in:

Telephone no. \_\_\_\_\_

Time slots: ☐ 9am-12pm

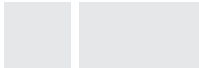
☐ 1pm-5pm

Broker details

Exclusively arranged by



Ref



Issue No. 05/16

summary of cover

public liability

Public liability provides cover for your legal liability to pay damages, claimants costs and expenses which arise as a result of and in connection with your event.

employer's liability

Provides cover for your legal liability to pay damages, claimants costs and expenses which arise as a result of an injury to anyone you employ at your event including temporary staff, volunteers or helpers, whether paid or unpaid. **Only available in conjunction with public liability.**

event equipment

Event equipment provides cover for any loss of, or damage to equipment that you have hired or which you own whilst in your custody care and control at your event.

Please be aware we may need you to provide a breakdown of items to be insured and may need to check the security at your event if over 24 hours.

cancellation, abandonment, postponement

Cancellation provides cover for your irrecoverable costs incurred as a result of the unavoidable cancellation, abandonment or postponement of your event for reasons beyond your control including extreme adverse weather conditions.

Please be aware we may need to gather additional information regarding any key persons on whom your event is dependent, such as a health questionnaire and/or contracts booking.

Main Exclusions

For full terms and conditions a specimen policy wording is available upon request.

- The first £250 of each and every claim (except employer's liability and cancellation claims)
- Independent contractors, performers or suppliers
- The cancellation of the event as a result of any pre-existing condition

IMPORTANT

This insurance is arranged by Event Insurance Services Ltd and underwritten by UK General Insurance Ltd on behalf of Great Lakes Reinsurance (UK) SE, Registered in England No. SE000083. Registered Office: Plantation Place 30 Fenchurch Street, London, EC3M 3AJ

Event Insurance Services Ltd and UK General Insurance Limited are authorised and regulated by the Financial Conduct Authority. Great Lakes Reinsurance (UK) SE is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

This can be checked on the Financial Services Register at [www.fca.org.uk/firms/systems-reporting/register](http://www.fca.org.uk/firms/systems-reporting/register) or by calling them on 0800 111 6768.



Insurance cover proposal form  
conferences

