

Insured

Organisation & legal title

Contact name

Address

Postcode

Daytime contact telephone no.

Email

Event

Name of event

Type of event

Name of venue

Address

Postcode

Is your event

indoors

outdoors

both

Dates you take occupation of or are responsible for the venue: From To

Dates your event is open to the public: From To

Total number of visitors expected to attend your event, on any one day.

Total number of visitors expected to attend your event, over its duration.

Please note, the total number of visitors are calculated on the maximum number of people attending throughout the duration of the event (300 visitors a day over 4 days, equals 1200 visitors in total, even if the same people are attending each day).

	COVER REQUIRED	PREMIUM
Public Liability		
Employer's Liability		
Event Equipment		
Cancellation		
Total Premium		

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?

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?

b)

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

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?

EVENT ACTIVITIES

4

Will your event feature any of the following:

– Any trampolines, acrobatics, gymnastics or any activity requiring the use of harnesses?

– Shooting ranges and/or archery?

– Any motorised/mobile or aerial displays or races (including gravity powered go-karts)?

– Riding on or public handling of animals?

– Attractions i.e. fairgrounds/amusements/electrical rides, circus acts or stunts acts, live animals or inflatable play equipment of any kind?

– Any forms of fire i.e. torches, bonfires, fireworks, beacons or fire pits (not including BBQ's)?

– Strongman/competitive/endurance/extreme games, activities or sports? i.e. highland games, obstacle runs, marathons, cross fit, hockey, rugby, triathlon, it's-a-knock-out competitions or powerlifting

– Battle or war re-enactments, L.A.R.Ping (Live-Action-Role-Play) or jousting?

– Ghost hunts, séances, paranormal investigations or any activity designed to deliberately scare?

– Religious and/or politically motivated activities?

– Clubland, rave or music events taking place in non-fit for purpose, unlicensed and uninsured venue(s)? i.e. derelict or abandoned buildings and warehouses etc.

All sections are extendable by quotation.

EVENT ACTIVITIES CONTD.

– Any activity taking place in or on water?

– Any adult themes, controversial views or violent elements?

– Please state any additional event activities not outlined above in the box on the back cover.

PUBLIC LIABILITY

5

Do you need to extend your public liability cover for any stallholders, floats or performers?

6

Will you see evidence that any contractor, performer or exhibitor has public liability insurance equal to the sum Event Insurance Services is providing?

7

Do you have a fully documented risk assessment and/or health & safety policy for the event?

8

Will there be first aid at the event?

9

Will your event be marshalled and is there a traffic management plan in place for the attendees?

10

Will any temporary structures be erected at the event?

EVENT EQUIPMENT

11

Do you have proof of purchase or hire for the equipment?

12

If your equipment will be on site for more than one day or overnight, is security in place?

CANCELLATION

13

Do you require cover to include cancellation as a result of the non-appearance of a key person(s)?

14

Do you require cover to include adverse weather conditions?

15

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

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 up to £10M (Cover is in respect of up to 4 consecutive days)

	PREMIUM			
TOTAL VISITORS	£1M	£2M	£5M	£10M
Up to 100	£58	£84	£116	£155
Up to 250	£79	£116	£157	£207
Up to 500	£104	£157	£209	£258
Up to 1,000	£157	£209	£261	£310
Up to 2,500	£261	£313	£366	£413
Up to 5,000	£366	£417	£470	£517
Up to 10,000	£522	£574	£626	£723
Up to 15,000	£679	£730	£835	–
Up to 20,000	£835	£939	£1,043	–

employer's liability £5M (Cover is in respect of up to 4 consecutive days)

EMPLOYERS	PREMIUM
Up to 10 volunteers/helpers/employees	£52
Up to 20 volunteers/helpers/employees	£104

event equipment (Cover is in respect of up to 4 consecutive days)

COVER UP TO	PREMIUM
£2,500	£33
£5,000	£65
£7,500	£97
£10,000	£129
£15,000	£194
£20,000	£253
£30,000	£381
£40,000	£465
£50,000	£626

cancellation, abandonment, postponement

COVER UP TO	PREMIUM
£2,500	£39
£5,000	£77
£7,500	£117
£10,000	£155
£15,000	£217
£20,000	£258

payment form

Event Insurance Services Ltd.
Freepost, Ringwood, Hants BH24 1AJ
Telephone 01425 470360 Fax 01425 474905
email info@events-insurance.co.uk web 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
event insurance
exceeding expectations

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. Depending on the size of your event, its location and/or activities you are having, we may request to see a copy of your risk assessment, site or event plan. There is also the possibility we may need confirmation that certain suppliers or activities are insured separately.

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 excluding 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.

adverse weather

Provides cover for your irrecoverable costs incurred as a result of the unavoidable cancellation, abandonment or postponement of your event as a result of such weather conditions which render the fulfilment of your event impossible or dangerous with the potential to cause damage or injury to property or persons attending your event. We may also ask you to complete an outdoor event questionnaire.

Please state any additional event activities.

- Main Exclusions**
For full terms and conditions a specimen policy wording is available online.
- The first £250 of each and every claim (except employer’s liability and cancellation claims)
 - Loss, theft or damage from unattended venues or vehicles
 - Any dangerous activities (see below)
 - Any contractors, performers, exhibitors or suppliers

Dangerous activities include: fireworks or bonfires; inflatable play equipment; fairground rides or mechanical or electrical rides of any kind; ballooning or flying of any description; quad bikes, go-karts of any type whether gravity propelled, soap boxes or pedal powered, or motorised vehicles or any kind; trampolines, gymnastic apparatus or any apparatus requiring the use of a safety harness or ropes to prevent or arrest falls from height; circus acts or stunt acts; it’s a knockout competitions; persons riding on animals; open water swimming, cycle races on road, canoeing, sailing or the use of water craft; shooting ranges for guns or archery; pyrotechnical devices.

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 or by calling them on 0800 111 6768.



Insurance cover proposal form
one off events

