

Insurance cover proposal form

conferences



You and your event

About you

Organisation & legal title (Ltd, Committee, PLC etc) _____	Address _____
_____	_____
Title (Mr, Mrs, Miss, Ms, Dr, Lady, Lord etc) _____	_____
_____	_____
First name _____	_____
_____	Postcode _____
Last name _____	Daytime contact telephone no. _____
_____	Email _____

YES NO

Are you the organiser of the event?

Whilst organising or participating in any event have you, or 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?

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?

Conference

Name of event _____	Is your event indoors outdoors both
_____	Dates your event is open to the public:
Type of event _____	From <input type="text"/> To <input type="text"/>

Name of venue _____	Please state the total number of attendees at your event:
_____	<input type="text"/>
Address _____	

Postcode _____	

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.

Event activities

YES NO

Will your conference or meeting feature any religious, politically-motivated or controversial elements?

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

Premiums (including insurance premium tax)

Please take time to fill-in this section correctly by ticking the box next to the premium level you require on the charts below – an example is shown opposite. Lastly, fill in the total premium box below.

Up to 100	£60 <input type="checkbox"/>	£86 <input type="checkbox"/>
Up to 250	£81 <input type="checkbox"/>	£119 <input type="checkbox"/>
Up to 500	£106 <input type="checkbox"/>	£160 <input type="checkbox"/>
Up to 1,000	£160 <input checked="" type="checkbox"/>	£213 <input type="checkbox"/>
Up to 2,500	£266 <input type="checkbox"/>	£319 <input type="checkbox"/>

Public liability

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

TOTAL VISITORS	PREMIUM			
	£1M	£2M	£5M	£10M
Up to 100	£53	£64	£79	£125
Up to 250	£74	£85	£100	£150
Up to 500	£101	£110	£127	£175
Up to 750	£112	£122	£137	£200

Employer's liability £5M (Prices are in respect of 2 consecutive days)

EMPLOYERS	PREMIUM
Up to 10 volunteers/helpers/employees	£53
Up to 20 volunteers/helpers/employees	£106
Up to 50 volunteers/helpers/employees	£266

Event equipment

COVER UP TO	PREMIUM
£2,500	£22
£5,000	£42
£7,500	£64
£10,000	£85
£15,000	£127
£20,000	£168

Cancellation, abandonment, postponement

COVER UP TO	PREMIUM
£2,500	£27
£5,000	£53
£7,500	£79
£10,000	£105
£15,000	£158
£20,000	£211

TOTAL PREMIUM COST	£
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YES NO

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

Do you require cover to include cancellation as a result of the non-appearance of a key person(s)?
If yes, please complete the below.

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?

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:

All sections are extendable by quotation.

Important information

Next steps

Please tick as appropriate:

- ☐ I would like a quotation
☐ I would like to purchase a policy

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

From time to time, Event Insurance Services Ltd would like to send you details of other products and services that may be of interest to you. Please tick to confirm you would be happy to receive these.

Important – please sign below

Any policy or quote 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 _____

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).
- Independent contractors, performers or suppliers.
- The cancellation of the event as a result of any pre-existing condition.

Broker Details

Are you a broker? ☐ Yes ☐ No

Company name:

Postcode:

Event Insurance Services Ltd.

Freepost,
Ringwood,
Hants BH24 1AJ

Exclusively arranged by



Ref



Issue No. 06/17

Insurance Provider Details

This insurance is arranged by Event Insurance Services Ltd and underwritten by UK General Insurance Ltd on behalf of Great Lakes Insurance SE. Great Lakes Insurance SE is a German insurance company with its headquarters at Königinstrasse 107, 80802 Munich. UK Branch 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 Insurance SE, UK Branch, is authorised by Bundesanstalt für Finanzdienstleistungsaufsicht and subject to limited regulation by the Financial Conduct Authority and Prudential Regulation Authority. Details about the extent of their regulation by the Financial Conduct Authority and Prudential Regulation Authority are available on request.

