Insurance cover proposal form

festivals



You and your event

About you

Organisation & legal title (Ltd, Committee, PLC etc) _____

Title (Mr, Mrs, Miss, Ms, Dr, Lady, Lord etc) _____

First name _____

Last name _____

Address _____

Postcode _____

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?	☐	☐

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, 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).

event insurance
exceeding expectations

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 event feature any of the following:		
– Any trampolines, acrobatics, gymnastics or any activity requiring the use of harnesses?	☐	☐
– Shooting, archery or use of projectiles?	☐	☐
– Any motorised/mobile or aerial displays or races (including gravity powered go-karts)?	☐	☐
– Any forms of fire i.e. torches, bonfires, fireworks, beacons or fire pits (not including BBQ's)?	☐	☐
– Any activity taking place in or on water?	☐	☐
– Inflatable play equipment, fairgrounds or electrical rides, circus acts or stunt acts of any kind?	☐	☐
If you have answered yes to any of the above, will these be provided and operated by a subcontractor carrying their own public liability cover?	☐	☐
Will your event feature any of the following:		
– Religious and/or politically motivated activities (ie, outdoor preaching, marches or protests)?	☐	☐
– Clubland, rave or music events taking place in non-fit for purpose, unlicenced and uninsured venue(s)? i.e. derelict or abandoned buildings and warehouses etc.	☐	☐
– Any adult themes, controversial views or violent elements?	☐	☐
– The public handling or riding of animals?	☐	☐
– 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?	☐	☐

Please provide us with a description of the event and a list of your planned main activities:

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 ☐	£86 ☐
Up to 250	£81 ☐	£119 ☐
Up to 500	£106 ☐	£160 ☐
Up to 1,000	£160 ☑	£213 ☐
Up to 2,500	£266 ☐	£319 ☐

Public liability up to £10M (Prices are in respect of up to 4 consecutive days)

	PREMIUM			
TOTAL VISITORS	£1M	£2M	£5M	£10M
Up to 100	£60 ☐	£86 ☐	£119 ☐	£158 ☐
Up to 250	£81 ☐	£119 ☐	£160 ☐	£211 ☐
Up to 500	£106 ☐	£160 ☐	£213 ☐	£263 ☐
Up to 1,000	£160 ☐	£213 ☐	£266 ☐	£316 ☐
Up to 2,500	£266 ☐	£319 ☐	£373 ☐	£421 ☐
Up to 5,000	£373 ☐	£425 ☐	£479 ☐	£527 ☐
Up to 10,000	£532 ☐	£585 ☐	£638 ☐	£737 ☐
Up to 15,000	£692 ☐	£744 ☐	£851 ☐	£1,043 ☐
Up to 20,000	£851 ☐	£957 ☐	£1,062 ☐	£1,218 ☐

	YES	NO	N/A
Do you have a fully documented risk assessment and/or health & safety policy for the event?	☐	☐	☐
Will there be first aid at the event?	☐	☐	
Will any temporary structures be erected at the event?	☐	☐	

– If yes, please tick the box for which of the following will be at your event:

☐ Marquees or Gazebos ☐ Tiered Seating ☐ Staging ☐ Other

If Other, please confirm what kind of temporary structure:

– Are these being erected by a subcontractor?	☐	☐	
– Will these structures be larger than 7 metres by 7 metres?	☐	☐	
Will you ensure that all contractors engaged with your event have satisfactory public liability cover in place?	☐	☐	☐
Will you ensure that any entertainer, exhibitor or food vendor will have satisfactory liability insurance in place for their activities?	☐	☐	☐
Will your event be marshalled and is there a traffic management plan in place for the attendees?	☐	☐	

Employer's liability £5M (Prices are in respect of up to 4 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 ☐

Please provide us with your ERN or ELTO reference if you have one:

Event equipment (Prices are in respect of up to 4 consecutive days)

COVER UP TO	PREMIUM
£2,500	£34 ☐
£5,000	£67 ☐
£7,500	£99 ☐
£10,000	£132 ☐
£15,000	£198 ☐
£20,000	£258 ☐
£30,000	£388 ☐
£40,000	£474 ☐
£50,000	£638 ☐

	YES	NO	N/A
Do you have proof of purchase or hire for the equipment?	☐	☐	
If your equipment will be on site for more than one day or overnight, is security in place?	☐	☐	
Does any item have a value of £2,000 or greater?	☐	☐	

Cancellation, abandonment, postponement

COVER UP TO	PREMIUM
£2,500	£40 ☐
£5,000	£79 ☐
£7,500	£120 ☐
£10,000	£158 ☐
£15,000	£221 ☐
£20,000	£263 ☐
£30,000	£401 ☐
£40,000	£527 ☐
£50,000	£674 ☐

	YES	NO	N/A
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)?*	☐	☐	
Do you require cover to include adverse weather conditions?*	☐	☐	

***Please note an additional premium may be charged for non-appearance of a key person and/or adverse weather cover, and we may need some more information from you.**

TOTAL PREMIUM COST	£

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 public liability bodily injury, employer's liability and cancellation claims).
- Theft from unsecured venues or vehicles.
- Any dangerous activities (please refer to your policy documents).
- Any contractors, performers, exhibitors or suppliers.

Broker Details

Are you a broker? ☐ Yes ☐ No

Company name: _____

Postcode: _____

Event Insurance Services Ltd.
Freepost,
Ringwood,
Hants BH24 1AJ

Exclusively arranged by

event insurance
exceeding expectations

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.

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