

# Conferences Insurance

## Proposal form



# About you

**PLEASE NOTE:**

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.

Organisation and legal title (Ltd, Committee, PLC etc.)

Title  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?

## Conferences

Name of event

Type of event

Name of venue

Address

Postcode

Is your event:  Inside  Outside  Both

Dates your event is open to the public:

From  To

Please state the total number of attendees at your event:

## Premiums (including insurance premium tax)

### Public Liability

The total number of delegates should include all persons who will be attending the event in a single venue. Prices are in respect of 4 consecutive days.

	PREMIUMS			
	£1M	£2M	£5M	£10M
Up to 100	£61	£74	£91	£142
Up to 250	£85	£98	£114	£171
Up to 500	£116	£126	£144	£200
Up to 750	£128	£139	£157	£227

### Employer's Liability

Prices are in respect of 4 consecutive days.

EMPLOYERS	PREMIUM £5M
Up to 10 volunteers/helpers/employees	£58
Up to 20 volunteers/helpers/employees	£115
Up to 50 volunteers/helpers/employees	£286

### Event Equipment

Prices are in respect of 4 consecutive days.

COVER UP TO	PREMIUM
£2,500	£25
£5,000	£50
£7,500	£74
£10,000	£98
£15,000	£144
£20,000	£191

## Premiums (including insurance premium tax)

\* Cancellation cover, due to adverse weather is only available when your event is more than 10 days from the date you purchase the policy.

### Cancellation, Abandonment, Postponement

COVER UP TO	PREMIUM
£2,500	£25
£5,000	£50
£7,500	£75
£10,000	£100
£15,000	£150
£20,000	£200

<b>TOTAL PREMIUM</b>	<b>£</b>
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All sections are extendable by quotation.

#### 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).
- Any event staged outside the UK.

### Additional covers

If you require cover for Cancellation including Terrorism or Loss of Revenue, Sums Insured in excess of £100,000, or Overseas events and/or you are based outside of the UK. If this applies to your event please tick the following:

Cancellation over £100,000

Overseas events

Company is based outside of the UK

## 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:

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 )?

Please can you supply the details of your contingency plan:

## Important information

### 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 and how you wish to pay?

Card payment over the phone  Enclosed a cheque  BACS transfer

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:  09:00-12:00  14:00-17:00

## 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.**

Please be assured that we take your privacy extremely seriously and we will only use your personal information to administer your account and to provide the products and services from us.

However, we would like to be able to let you know about related products or services that we think you might be interested in. If you are happy for us to get in touch every now and then, please tick the boxes below to say how we may contact you:

Email  Post  Text Message

Signature  **typed e-signature is acceptable**  Date

**Please return this form in the enclosed or provided FREEPOST envelope.**

Are you a broker?  Yes  Postcode

Company name

**\* Please note, you can complete and sign this form on behalf of your client**

## IMPORTANT

### Insurance provider details

This insurance is arranged by Event Insurance Services Ltd & underwritten by Convex Insurance UK Limited, 52-54 Lime Street, London, UK, EC3M 7AF.

Event Insurance Services Ltd is authorised and regulated by the Financial Conduct Authority.

You can check Our details on the Financial Services Register <https://register.fca.org.uk/>.

Convex Insurance UK Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register Number 840616).

Underwritten by  **convex**

For internal use:  
Reference

**01425 470360 | [info@events-insurance.co.uk](mailto:info@events-insurance.co.uk) | [www.events-insurance.co.uk](http://www.events-insurance.co.uk)**

Event Insurance Services Ltd, Event House, 20A Headlands Business Park, Ringwood, Hampshire, BH24 3PB

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