

Event Insurance Proposal Form

Your details

1. Name

2. Address 3. Postcode

4. Telephone number 5. Email address

6. Policy currency

7. Are you a business with an turnover below £6,500,000? YES NO

8. Are you a business with fewer than 50 employees? YES NO

9. Are you the organiser of this event? YES NO

Event details

10. Type of event (e.g. conference, festival, football etc.)

11. Event name

12. Venue 13. City 14. Country

15. Event start date (dd/mm/yyyy) / / 16. Event end date (dd/mm/yyyy) / /

17. Tenancy start date (dd/mm/yyyy) / / 18. Tenancy end date (dd/mm/yyyy) / /

19. Has this event been held before? YES NO

20. Is the event open to the public? YES NO

Event cancellation

21. Please enter the budget information for this event and tick to confirm the basis on which you wish to insure:

a) 100% Gross revenue (Total income)*

* Please note that if the event has not been held before, revenue cover is limited to pre-contracted gross revenue only (money secured in advance of the event such as pre sold tickets)

b) 100% Costs and expenses

22. Where does this event take place? (Please tick one)
- Predominantly* indoors
- Predominantly* outdoors
- Predominantly* in temporary structures
- *Predominantly means more than 75% of the event

23. If outdoors or in temporary structures, is cover required for the effects of adverse weather? YES NO
24. If yes to 23, can the event go ahead in continuous moderate rainfall and wind speeds of up to 30mph/50kmh? YES NO
25. Does the event site have any history of flooding or water logging? YES NO
26. Has this event ever had any losses as a result of adverse weather, whether insured or not? YES NO
27. Will any stages, marquees or temporary structures be covered on three sides and above, with all electrical equipment protected from weather? YES NO
28. Will you be contracting any party to perform a critical function at your event to enable it to go ahead successfully, e.g. caterers, waste management company, water supplier etc? YES NO
29. If yes, please provide full details of these suppliers:

Event cancellation extensions

30. Is terrorism cover required? YES NO
31. Is communicable disease cover required? YES NO

Non-appearance (Only complete if non-appearance cover is required)

32. Is non-appearance cover required? YES NO
33. Type of non-appearance cover required?
- a) Key speaker (Key speakers, presenters, hosts involved in a speaking only role)
If so, please complete question 34
- b) Individual/Group (Performers, groups or entertainers)
If so, please complete question 34
- c) Simultaneous (Covers 25% of participants* due to common cause)

34. Key speaker/Performer details

		Is this person a serving/former Head of State/President or member of the Royal Family?
Name	Date of birth (dd/mm/yyyy)	YES
<input type="text"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>

35. Are there 20 or more participants* in total? YES NO

* Participants are defined as players, athletes, performers or other groups of individuals who are contracted to perform at the event and whose performance is critical to its successful fulfilment.

Event property (Only complete if property cover is required)

36. Is 24 hour security in place at the event site? YES NO
37. What is the total value of property to be insured?

Event money (Only complete if money cover is required)

38. What is the total value of money to be insured?

Public liability (Only complete if public liability cover is required)

39. Event liability limit 1m 2m 5m 10m
40. Maximum daily attendance
41. Total attendance
42. Do you have any assets in the USA? YES NO
43. Does the event include any dangerous activities* YES NO

*Dangerous activities include, but are not limited to: Fireworks, bonfires, pyrotechnical devices, inflatable play equipment, fairground rides or mechanically propelled rides of any kind, ballooning, quad bikes, go-karts or motor sport of any kind, trampolines or gymnastic apparatus of any kind, circus acts or stunt acts, shooting ranges for guns or archery.
Bouncy castles, inflatable play equipment, slides or rides (mechanical or otherwise) which are set up, operated and taken down by a bona fide sub contractor who has provided you with evidence of their current public liability insurance, shall not be classed as dangerous activities.

44. If Yes, do you supply or manage any of these yourselves, and if so, which?

45. If No to question 44, has proof of insurance been obtained from the 3rd party contractors who provide, operate or supply any of these activities? YES NO

46. Are there any other activities taking place at the event which need to be considered? YES NO

If so, please provide full details of the activities including safety measures and confirmation as to whether the Insured provides or operates any activity or equipment themselves, or if they are provided, operated and supplied by fully insured 3rd party contractors

47. Has a written and documented risk assessment been carried out? YES NO
48. Do you have a written health and safety policy that all contractors/exhibitors are made aware of and required to comply with? YES NO

Employers liability (Can only be purchased in conjunction with public liability)

49. How many employees/volunteers are to be covered at this event?

50. Employee Reference Number

Employer PAYE Reference – this can be found on payslips, tax documents etc.
ERN's normally begin with 3 numbers followed by slash and alphanumeric combination (e.g. 123/AB12345).

Do any employees/volunteers:

51. Carry out work at height in excess of 5m or depth of 2m? YES NO

52. Carry out work involving the application of heat, other than the preparation of food and drink? YES NO

Additional information

Please provide any additional information to support your application:

Event cancellation general questions (Only complete if cancellation cover is required)

53. Will all contractual arrangements necessary for the successful fulfilment of each event be made and confirmed in writing in a prudent timely manner prior to the start of the event? YES NO

54. Has any event to be insured had any incidents that could have resulted or did result in a loss which would have been covered under this Insurance during the past five years? YES NO

55. Are you aware of any matter, fact, circumstance or incident existing or threatened that could possibly affect any event and might result in a claim under the proposed Insurance? YES NO

Declaration

I/we declare that the information disclosed on this proposal, is to the best of my/our knowledge and belief both accurate and complete. I/we have taken care not to make any misrepresentation in the disclosure of this information and understand that all information provided is relevant to the acceptance and assessment of this insurance, the terms on which it is accepted and the premium charged.

You must tell us as soon as possible about any changes in this information you have provided to us which happens before or during any period of insurance. We will tell you if such change affects your insurance and if so, whether the change will result in revised terms and/or premium being applied to your policy. If you do not inform us about a change it may affect any claim you make or could result in your insurance being invalid.

AGREE DISAGREE

Event liability general questions (Only complete if liability cover is required)

56. Have any claims for personal injury or damage to property by third parties or employees been made against you in the past five years? YES NO

Declaration

You declare that you:

- have never been prosecuted under the Health and Safety at Work Act or other statute or regulation
- have not been convicted of any criminal offence (other than minor driving offences not resulting in disqualification) in the last five years
- have not been declared bankrupt nor been involved in a company or business which has gone into liquidation, receivership or come to an arrangement with creditors in the last five years
- have not waived any legal rights of recovery against contractors and exhibitors
- have checked contracts when booking venues to ensure we are not accepting responsibility for the negligence of the venue owners
- require all contractors, performers and exhibitors to provide evidence of insurance against third party liability risks before they are permitted on site
- require all exhibitors to provide evidence of insurance against third party risks before we permit them on site
- have carried out and implemented/will implement a written risk assessment in respect of the event
- has a written health and safety policy detailing procedures applied to the event that all contractors/exhibitors are made aware of and are required to comply with.

AGREE DISAGREE

Signature

I/we declare that the information provided above and in all appending sections is true to the best of my/our knowledge

Name <small>This completed PDF form and the entry of your name in this box will be treated in the same manner as a signed proposal form</small>	Position
Date (dd/mm/yyyy) / /	

Please send the completed form to Leon Martin, Assistant Underwriter leon.martin@umal.co.uk

Underwritten by syndicates 623 and 2623 at Lloyd's. Beazley Solutions Limited is a service company that is part of the Beazley group of companies. Beazley Solutions Limited has authority to enter into contracts of insurance on behalf of the Lloyd's underwriting members of Lloyd's syndicates 623 and 2623 which are managed by Beazley Furlonge Limited.
Beazley Solutions Limited is an appointed representative of Beazley Furlonge Limited which is authorised and regulated by the UK Financial Services Authority (Firm Reference Number: 204896) in its capacity as insurer.

Cancellation Plus

Proposal form addendum

“Cancellation Plus” is a policy extension available to organisers of outdoor events who are buying an event cancellation policy on a gross revenue basis. It provides cover against a drop in “on the day” income at your event following a pre agreed rainfall trigger occurring, and gives you the ability to guarantee a proportion of your income should wet weather keep people away, but not be bad enough to cause cancellation of the event.

Please select the level of rainfall and time period required below, and we will offer a quotation to cover 20% of your 100% gross revenue figure, up to maximum of £50,000.

If you believe the insured weather trigger occurred within the insured time period, contact the Beazley claims team. Using our claims verification sources (Met Office and/or Weather Net) we will verify that the insured trigger was met. If it was, your Cancellation Plus claim will be paid in full.

Cover for alternative limits, rainfall triggers and time windows are available if required.

Your cover

1. I would like to insure against:

- 5mm of rainfall
 10mm of rainfall
 Other mm

2. Falling between the hours of am pm and am pm (5 hour window max)

3. Postcode of event venue