

Event Insurance Proposal Form

If cover is required for more than 1 event, please complete this form and a copy of the Multiple Event Appendix (available by request).

The information in this proposal form is important. We will rely on this in deciding whether to accept the insurance and in settling the terms, including premium. The provision of incomplete or inaccurate information or the failure to provide information may result in the loss of cover or revised terms and/or premium or it may affect any claim you make under this insurance.

About You

1. Insured name:	
2. Address:	
3. Policy Currency:	
4. Are you a business with a turnover below £6.5m?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you a business with fewer than 50 employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you the organiser of this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. If not, what is your role within it?	

About Your Event

8. Type of event to be insured (e.g. exhibition, music festival, charity dinner etc):	
9. Event name:	
10. Event venue:	
11. City:	
12. State:	
13. Country:	
14. Event start date:	
15. Event end date:	

16. Venue occupancy start date:	
17. Venue occupancy end date:	

18. Has this event been held before? Yes No

19. If so, how many times has it been held?	
20. If so, how many times at this location?	

21. Is the event open to the public? Yes No

Event Cancellation Cover

22. 100% Gross Revenue (total income) generated from the event:	
23. 100% Costs and Expenses incurred to organise the event:	
24. Event Profit/Loss:	

25. Basis of cover required (please tick one)

Please note, where the event has not been held before, we can only insure your event on a Costs & Expenses basis or Pre Contracted Revenue basis. Pre Contracted Revenue is money secured ahead of the event (such as pre sold tickets, sponsorship or advertising income etc), and does not include money taken on the day of the event, so please adjust the revenue figure above to reflect this.

Gross Revenue
 Costs & Expenses
 Pre Contracted Revenue

26. Where does the event take place?

- a) Indoors
- b) Outdoors (on tarmac/hard standing)
- c) Outdoors (on grass/soft standing)
- d) Under temporary structures (on tarmac/hard standing)
- e) Under temporary structures (on grass/soft standing)
- f) A mixture of the above

27. If (f), please provide full details:	
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28. If any part of the event is outdoors or within temporary structures, is cover required in respect of adverse weather?
If yes, please complete "Appendix A – Adverse Weather" Yes No
29. Would the non-appearance of any person or group of persons cause a loss?
If yes, please complete "Appendix B – Non Appearance" Yes No
30. Is cover required for cancellation due to acts and/or threats of terrorism? Yes No

Public Liability Cover

31. Event liability limit required
 1,000,000 2,000,000 5,000,000 10,000,000

32. What is the highest attendance figure on any one day?	
33. What is the total attendance throughout the duration of the event? (Note that if the same 100 people attend the event for 3 days, that's a total of 300 attendees)	

34. Does the event involve any dangerous activities?
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. Please note that 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. Yes No

35. If yes, do you supply or manage any of these yourselves? Yes No

36. If so, which?	
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37. If not, has proof of insurance been obtained from the bona fide sub contractor who provide, operate or supply any of these activities? Yes No

38. Please provide full details any other activities taking place at the event which need to be considered, including safety measures and confirmation of whether you provide or operate the activities, or if they are provided, operated and managed by bona fide sub contractors with their own insurance.	
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39. Has there been/will there be a written and documented risk assessment carried out? Yes No
40. Do you have a written health and safety policy that all contractors/exhibitors/suppliers are made aware of and required to comply with? Yes No
41. Do you have any assets in the USA? Yes No

Employers Liability Cover

42. How many employees/volunteers are to be covered at this event?	
43. Please provide your Employee Reference Number, if you have one: This is your Employer PAYE Reference. It can be found on payslips, tax documents etc. ERN's normally begin with 3 numbers, followed by a slash and alphanumeric combination (e.g. 123/AB12345)	

44. Do you have steps in place to ensure that you comply with all applicable rules and guidelines for the safety at work of employees in connection with communicable diseases, including any current government rules and guidelines relating to Coronavirus (COVID-19)? Yes No
45. Have you carried out and documented a risk assessment and health and safety plan with regards to safety at work for employees in respect of communicable diseases, including but not limited to Coronavirus (COVID-19)? Yes No
46. Do employees/volunteers carry out work at height in excess of 5m or depth below 2m? Yes No

47. If yes, please provide details:	
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Event Property and Money Cover

48. Is Event Property cover required for any hired, borrowed or owned equipment being used at the event e.g. marquees, staging, AV equipment etc? Yes No

49. If so, what is the total value of the equipment to be insured?	
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50. Where the equipment is on site for longer than 24 hours, will there be 24 hour security in place? Yes No

51. Is cover required for cash taken on site at the event e.g. gate receipts, bar takings etc? Yes No

52. If so, what is the total value of cash to be insured?	
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Additional Information

53. Considering the event as a whole, please provide any additional information which may help us better understand the event, or provide any further information which may help us in providing your quotation:

General Questions

54. Will all contractual arrangements necessary for the successful fulfilment of the event be made and confirmed in writing in a timely manner prior to the start of the event? Yes No
55. Other than as a result of Covid-19, has any event to be insured ever 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
56. Are you aware of any matter, fact, circumstance or incident, existing or threatened, which could possibly affect the event and might result in a claim under the proposed insurance? Yes No
57. 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

I/We declare that the information provided in this proposal (including any Appendices) 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. Further, I/We declare that I/We have:

- Never been prosecuted under the Health & Safety at Work Act or other statute or regulation.
- Not been convicted of any criminal offence (other than driving offences) in the last five years.
- 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.
- Not waived any legal rights of recovery against contractors, suppliers and exhibitors.
- Checked contracts when booking venues to ensure we are not accepting responsibility for the negligence of the venue owners.
- Requested evidence of public liability insurance from all contractors, suppliers, exhibitors and performers before they are permitted on site.
- Carried out and implemented/will implement a written risk assessment in respect of the event.
- A written health and safety policy detailing procedures applied to the event that all contractors, suppliers and exhibitors are made aware of and are required to comply with.

Yes No

I/We declare that the information provided above and in all appending sections is true and to the best of My/Our knowledge. I/We agree to tell you within fourteen (14) days of becoming aware about any changes in the information I/We have provided to you which happens before or during any period of insurance. (We will tell you if any change affects your policy. For example your policy may be cancelled or the policy terms may be amended or you may be required to pay more for your insurance. If you do not inform us about a change it may affect any claim you make or could result in your insurance being invalid):

Signature:	
Position:	
Date:	

Fair Processing Notice

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