

**SPECIAL EVENTS PROPOSAL FORM**



**Ansvar Insurance Company Limited**  
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Agent   
 Agent No.  Agency Ref.   
 Quote Ref./Policy no.

Please use BLOCK CAPITALS and, where applicable, answer the questions by putting a [✓] in the square adjoining the correct answer. If you [✓] any of the shaded boxes please provide details.



**PROPOSER'S DETAILS (Please state full legal entity)**

**Full name of organiser(s) including, where appropriate, the Committee/Trustees for the Time Being etc.**

**Type of organisation:**

Sole Trader  Partnership  Limited Company   
 Registered Charity  Recognised Charity (in Scotland and Northern Ireland)  Charity Number   
 Applying for charity status  Voluntary Organisation  Non-Profit Company/Organisation

**Venue address or location**

Postcode

**Correspondence address**

Postcode

**Telephone numbers**

Office  Daytime (if different)

**Period of Insurance**

From  To

*(please include days for preparation, erection, dismantling and removal)*

**State:** a) number of days on which the public will attend  b) estimated daily attendance   
 c) number of employees and volunteers involved in the event

**Are you:** a) show or event organiser Yes  No   
 b) exhibitor only? Yes  No  If YES, give details of business or trade   
 c) organiser and exhibitor? Yes  No

**Do you have any other policies with Ansvar?** Yes  No

If YES, provide details

**Please indicate if you would like details of the following:**

Charity Connect  Business Insurance  Charity Shops  Church Connect  Home Connect  Trustees Indemnity

## RISK DETAILS

Description of the event e.g. concert, fete or exhibition including details of planned activities, side-shows etc.

Will the event include any of the following:

- |   |  |   |  |
|---|--|---|--|
| a) Aerial events e.g. gliding, parachuting, hang gliding, and the like? | Yes <input type="checkbox"/> No <input type="checkbox"/> | h) Water sports e.g. canoeing, windsurfing, water skiing etc? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| b) Bonfire and fireworks displays?                                      | Yes <input type="checkbox"/> No <input type="checkbox"/> | i) Abseiling?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| c) Horse, pony, donkey or other animal rides?                           | Yes <input type="checkbox"/> No <input type="checkbox"/> | j) Bouncy castles?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| d) Mechanical fairground amusements/rides?                              | Yes <input type="checkbox"/> No <input type="checkbox"/> | k) Bungee running or jumping?                                 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| e) Motorised events of any kind (including racing)?                     | Yes <input type="checkbox"/> No <input type="checkbox"/> | l) Fly on the wall?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| f) Powered model aircraft flying display?                               | Yes <input type="checkbox"/> No <input type="checkbox"/> | m) Martial arts of any kind?                                  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| g) Processions involving motorised vehicles?                            | Yes <input type="checkbox"/> No <input type="checkbox"/> | n) Shooting or archery?                                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|   |  | o) Other hazardous activities?                                | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If you [] any shaded boxes please give details (including whether members of the public will participate, safety precautions that will be taken, and if separate insurance has been arranged in respect of these activities)

If YES, for bonfire and firework displays, will police and fire brigade authorities be advised in advance and their recommendations fully complied with? Yes  No

If YES, for bouncy castles, will supervision be provided at all times by responsible adults when in use? Yes  No

If YES, for motorised events of any kind or processions involving motor vehicles have you:

- a) instructed all participants to ensure their motor insurance covers this activity? Yes  No
- b) obtained approval from the local police and highway authority? Yes  No

Will any grandstand tiered seating or similar structure be provided for spectators? Yes  No

If YES, will it be inspected by the Local Authority or a qualified surveyor? Yes  No

State any other material fact concerning the event or contractual obligations (e.g. local authority insurance requirements).

Will qualified first aid personnel be in attendance for the event and a means available for summoning emergency assistance? Yes  No

## GENERAL DETAILS

Are you now or have you previously been insured against any of the risks proposed?

IF YES, (a) name of insurer  (b) expiry date of policy   
(c) policy number

**Has any insurer in respect of Special Events insurance:**

- (a) declined any proposal, cancelled or refused to renew a policy? Yes  No
- (b) increased the premium on renewal, imposed special conditions or requested extra precautions to be taken (e.g. safety, security or fire requirements)? Yes  No

**To your knowledge, have you or any official, trustee or director been:**

- (a) convicted or charged with, or received a caution for any criminal offence other than motoring offences? Yes  No
- (b) declared bankrupt or had any unsatisfied County Court Judgement? Yes  No
- (c) insured against any of the risks proposed either in your name or in another name? Yes  No

**Have you sustained loss or damage or incurred any liability caused by any of the risks to be insured within the last 3 years?** Yes  No

If YES, provide details including dates, circumstances and costs, etc.

## COVER DETAILS

### PUBLIC/PRODUCTS LIABILITY **Note: Cover under this section is compulsory**

State indemnity limit required: £1 million  £2 million  £3 million  £5 million

**ALL RISKS** Do you require cover? Yes  No

If YES, attach a list of property to be covered giving a full description (*make/model/value*). Total sum insured required

£

**CANCELLATION EXPENSES** Do you require cover? Yes  No

For show or event organiser, state sum insured required:

£

(maximum sum insured £25,000)

For exhibitors only, state sum insured required:

£

(maximum sum insured £5,000)

**EMPLOYERS LIABILITY** (£10 million indemnity limit) Do you require cover? Yes  No

**MONEY** Do you require cover? Yes  No

If YES, state sum insured required for money in transit:

£

locked safe

£

**PERSONAL ACCIDENT** Do you require cover (available only for your employees and volunteers aged 16 to 70 inclusive)? Yes  No

If YES, number of employees and volunteers aged 16 to 70 years?

If YES, [✓] benefits option required for death, loss of limbs or eyes:

a) £5,000

b) £10,000

c) £

and temporary total disablement:

a) £25 per week

b) £50 per week

c) £

per week

## IMPORTANT NOTES

- Our liability does not commence until this proposal has been accepted.
- We reserve the right to ask for special terms or decline this proposal.
- Failure to disclose all material facts, which are facts that might influence the acceptance or assessment of the proposal, may render the policy voidable by us. If you are in any doubt whether certain facts are material, these should be disclosed.
- A copy of this proposal will be supplied by us on request within 3 months of its completion.
- You should keep a record (including copies of letters) of all information supplied to us for the purposes of entering into this contract of insurance.
- A copy of the usual policy form issued for this class of business is available on request.
- English Law will apply unless expressly agreed otherwise.
- We may write to you or your insurance agent with details of other products and services available from Ansvar that we think may be of interest to you. However, if you do not wish to receive any marketing from us please tick this box.
- Insurers pass the information to the Claims and Underwriting Exchange register, run by Insurance Database Services (IDS Ltd). The aim is to help us to check information provided and also to prevent fraudulent claims. When we deal with your request for insurance, we may search the register. When you tell us about an incident (such as fire, water damage or theft) which may or may not give rise to a claim, we will pass information relating to it to the register. You can ask us for more information about this. You should show this notice to anyone who has an interest in property insured under the policy.
- **Data Protection Act - Use of your information**  
For the purpose of the Data Protection Act 1998 the data controller in relation to the information you supply for this insurance is Ansvar, part of the Ecclesiastical Insurance Group. As a data subject you have the right under the Act to ask your Data Controller for a copy of personal data you have supplied and ask for inaccurate data to be corrected. Information you supply is used for purposes of administration by the insurer and its agents, by re-insurers and your intermediary. It may also be made available to regulators and ombudsmen as necessary. In deciding whether to offer insurance, its terms or assessing claims made, insurers may undertake checks against publicly available information such as electoral roll, county court judgements, bankruptcy or repossessions. Information may also be shared with other insurers either directly or via those acting for the insurer such as loss adjusters or investigators.

## DECLARATION

I/We declare that the above proposal together with this declaration shall be the basis of the contract between me/us and Ansvar and that to my/our knowledge and belief the above particulars are true and complete in every respect and that no material fact has been suppressed or withheld. If the above statements and particulars are in the handwriting of any person other than the undersigned such person shall be deemed to be my/our Agent for the purpose of completing this form.

Signature

Name

Position in charity/organisation

Date

## PLEASE USE THIS SPACE FOR ADDITIONAL INFORMATION

**PLEASE ENCLOSE A COPY OR DRAFT OF ANY LITERATURE OR PROGRAMME REGARDING YOUR EVENT**