Special Event Public Liability Proposal Form



1. Name of organisation

2. Contact Information Contact Name		Position	
Email		Phone	Fax
Postal Address			
Suburb		State	Postcode
3. When is the even being held? (DD/MM/YY)			
4. How many days does the event cover?			
5. What type of event is it?			
6. Are you organising or only participating in the	event?		
7. Where is the event being held?			
8. Who owns the venue?			
9. How many people do you expect to attend?			
10. Will there be a charge to attend the event? If Yes, How much?			Yes No
11. Are there any third party service providers involved? (If you answered yes to this question and you need them to be noted on your Certificate of Insurance please supply their full details when submitting this form.)			□ Yes □ No
Important Notice; If you are using the services of other organisations during the event you will need to supply a copy of thier Public and Products Liability Certificate of Insurance. For example but not limited to: Owner/Operator of Venue Entertainment Provider Food and Alcohol Services Security and Traffic Management Exhibitors Please provide a copy of any brochures and promotional material related to the event. Your current level of indemnity is: Public Liability \$30,000,000 (Any one occurance) Products Liability \$30,000,000 (Any one policy period)			
12. Have you arranged or organised D No this event in the past?	Yes, please advise details.		
12. Have you made any claims on this type of insurance as an event organiser?	Yes, please advise details.		
Page 1 of 2			





Special Event Public Liability Proposal Form (continued)

14. If there is any additional information regarding the event please provide details below:

Contractual Liability

You may prejudice your rights with regard to claim if, without prior agreement from your Insurers, you enter into an agreement with a third party that prevents the Insurer from recovering the loss from that, or another party.

Your policies contain provisions that either exclude the Insurer from liability or, reduces it's liability, if you have entered into any agreements that exclude or limit your rights to recover damagers from another party in relation to any loss, damage or destruction which would allow you to sustain a claim under the policies.

Examples of such agreements are the "hold harmless" clauses which are often found in lease agreements, government contracts, maintenance agreements and any agreement involving any activity at or from your centre. If you are in any doubt, please consult with your Account Manager at Coverforce.

Proposal Form Declaration

I declare that I have made all necessary inquiries into the accuracy of the responses given in this proposal and confirm that the statement and particulars given in this proposal and confirm that the statement and particulars given in this proposal are true and complete and that no material facts have been omitted, misread or supressed. I agree that should any of the information given by me alter between the date of this proposal and the inception date of the insurance to which the proposal relates, I will give immediate notice therof to the insurer.

I confirm that I am authorised by the Named Entity to complete this proposal form and to accept the quotation terms for this insurance on behalf of the Named Entity.

Privacy Statement

We are committed to protecting your privacy. We use the information you provide to advise about and assist with your insurance needs. We provide your information to insurance companies and agents that provide insurance quotes and offer insurance terms to you or the companies that deal with your insurance claim (such as loss assessors and claims administrators). Your information may be given to an overseas insurer (like Lloyd's of London) if we are seeking insurance terms from an overseas insurer, or to reinsurers who are located overseas. We will try to tell you where those companies are located at the time of advising you. We do not trade, rent or sell your information.

If you don't provide us with full information, we can't properly advise you, seek insurance terms for you, or assist with claims and you could breach your duty of disclosure.

For more information about how to access the personal information we hold about you and how to have the information corrected and how to complain if you think we have breached the privacy laws, you can access a copy of our Privacy Policy on our website www.coverforce.com.au or alternatively contact our Privacy Officer on 02 9376 7888.

Print Name

Name of Organisation

Date (DD/MM/YY)

Returning Your Form

Please make a copy for your own records and return the completed Niamh Hynes communityguard@c

Signature of Insured/representative

Account Executive Niamh Hynes communityguard@coverforce.com.au D 02 9376 7836

Contact Coverforce

ABN 11 118 883 542 ACN 118 883 542 AFSL 302522 communityguard @coverforce.com.au www.coverforce.com.au/ communityguard Level 26, Tower 1, International Towers Sydney, Barangaroo, NSW 2000 Locked Bag 5273 Sydney NSW 2001 P 02 9376 7888 F 02 9223 1422

Page 2 of 2 CommunityGuard_SpecialEventPublicLiabilityProposalForm_032014