41 Club EVENT INSURANCE Referral Form

This checklist must be completed for any event which is not automatically covered under the 41 Club Liability Insurance.

«Insert Club Name» 41 Club	Area:
Contact name:	Address:
Email:	
Telephone:	

Full details of planned activity or event:
How many times have you held this event before, over what time period?

Date of event:	Duration:
Venue for event:	Anticipated no. of attendees:

Details of any special risks or concerns you as a club have for this event:

Please confirm that a Risk Assessment has been carried out and a copy retained on your records. If you require any specific advice or guidance on risk assessments then please refer to the 41 Club Health & Safety Guide under the Members area on the website.	YES/NO
Is cover required for Cancellation and Abandonment Insurance (including Adverse Weather) – Cover will need to be arranged 28 days prior to the event.	YES/NO

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pIf you are organising a Firework Display are you using a Professional Firework Company?	YES/NO
Have you obtained written confirmation in the form of a "TWIMC" letter from Third Party Organisations attending the event, that they have Public Liability Insurance in force?	YES/NO
Have you as a club sought permission / advice from any outside agencies regarding the event i.e. Council, Police, Fire Brigade, St Johns Ambulance? Please give details:	YES/NO
Has your club been asked to sign any agreement for this event? If yes, please send a copy of the agreement to Bartlett for approval before signing.	YES/NO

Please provide information below of any additional activities that you have taking place at this event. E.g. amusement devices, funfairs, etc. The insurer may impose additional conditions in respect of certain activities; please refer to the Insurance Guide for information on Policy Conditions and activities that are not automatically covered by the insurance. Contact us if you have any queries.

Signed:	Office:
Print name:	Date:

When complete this form should be sent to **insurance@41Club.co.uk**

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GUIDANCE

Has your club been asked to sign an agreement for the event?

41 Club takes out public and products liability insurance up to an annual limit of £10m any one claim for public liability and in the aggregate for products liability. This policy indemnifies ***"The Association of Ex-Round Tablers' (41 Club) and Affiliated Clubs and their Members"*** *for legal liability to pay damages arising out of accidental injury to any person and accidental damage to third party property. This policy only covers activities listed in the 41 Club insurance guide, which is available under the members section of the 41 ClubI website.*

Please note that the policy does not cover contractual liability. This means that any liabilities you assume in the contract agreement beyond those arising at common law or under statute, would not be covered by your insurances. As you will appreciate, as insurance brokers we are not qualified to comment on the wider implications of a contract, including any potential liabilities you may be assuming in this regard. We would recommend legal advice is obtained where necessary.

As per the 41 Club insurance guide, you must ensure that any organisation or group supplying a service for 41 Club or taking part in a 41 Club event hold a valid public/ products liability insurance policy.

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You must comply with the following conditions in respect of any event; if these are not complied with you will not be covered in the event of a claim:

Firework Displays and Bonfires

Any event with less than 1,000 entrants/spectators is automatically covered subject to policy conditions.

You must ensure that in connection with firework displays organised by You:

1. Employ professional Firework contractors to manage the display
    a. They are insured with a minimum Public Liability Indemnity Limit of £10m any one occurrence.
2. You consult the relevant authorities at least seven days before the event
3. You comply with any recommendations or instructions of the
    i. relevant authorities
    ii. fireworks manufacturers
4. You organise the event in accordance with the latest guidance from the Health and Safety Executive in particular
    i. Storing fireworks in a safe manner
    ii. keeping spectators, a safe distance away from the display and bonfire
    iii. providing an adequate number of marshals or stewards to control spectators
    iv. having available means of extinguishing a fire
    v. providing sufficient first aiders
5. Fireworks must be supplied by a reputable manufacturer and not modified by You
6. The display and bonfire must be at least 100 metres away from premises or vehicles which you do not own, hire or rent or any flammable or other dangerous materials.