

Event Management - Insurance Advice Form

Note: That additional information may be requested by Statewide Mutual after reviewing the following information.

Name of Event			
Council Contact			
Phone		Fax	
Email			
Date of Event			
Location			
Is the Council or its Committee the Organiser or is it a participant only ie. putting up road barriers, controlling traffic etc.?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:			
Is the Committee organising the event a bona fide S355 Committee of Council			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes – Name of Committee			
If no – then they should have their own insurance – refer to www.communityinsurance.com.au			
Is the Committee of Council an Incorporate Body?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:			
If yes, then the event cannot be covered by Statewide and separate Liability Insurance should be arranged			
Comments:			

Event brochure, program and/or list of activities to be attached to correspondence to JLT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If less than 21 days' notice of the event is given there may be difficulty in getting confirmation from Statewide Mutual as agreement may need to come from the Statewide Mutual Reinsurers in London	
Are there any paid entertainers or amusement devices and, if so, has their liability policy been confirmed and risk assessment of their activities been obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have waivers been arranged and in particular, signed by parents if participants is under 18 years and attached to correspondence to JLT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date sent to JLT	
<p>IMPORTANT NOTE: Please check with your Council's Account Manager before completing this form</p>	