

Broker or dealer details

Company   
Name   
Phone   
Email

# Short Period Event Liability Proposal Form

This proposal must be completed in ink and signed and dated by such person (The Proposer) who must be of legal capacity and authorised by the Proposer to seek a quotation for Public and Products Insurance and any additional coverage that may be provided by the Insurer. Please answer every question fully, and state "NIL" or "NONE" as applicable. Incomplete answers may not be accepted and can delay quotation.

Please submit, with the proposal, all relevant information including Financial Report and Accounts, brochures, requested documents etc.

Should there be insufficient room in the Proposal Form for full details, please attach further information on signed and dated sheets, wherever possible following the same format and paragraph number.

It is the duty of the Proposer to disclose all material facts to Insurers. Where this is omitted, the Insurers may avoid their obligation under the Policy.

For the purpose of the Proposal and for all purposes relating to any policy issued pursuant to this Proposal, a 'material fact' shall be deemed to be one that would be likely to influence an Insurer's judgement and acceptance of your Proposal.

Upon acceptance of the Insurers' terms and conditions and payment of the premium, all information provided by the Proposer together with the guidance notes will be deemed to be incorporated in the contract between Insurers and the Proposer

**Copies of the Proposal Forms should be retained for your own records.**

## Proposer Details

Full name of the Organiser/Promoter

Is the organiser a member of any Industry Associations?

Yes  No

Please provide details:

Organiser experience:

Years  Months

Phone

Fax

Email

Has the insured had any insurance contracts denied, cancelled or been subject to special conditions in the past, or been charged or convicted of any criminal offence other than driving offences?

Yes  No

If yes, please provide details

## Event Information

If the event will take place at more than one location, please complete this section for each location on a separate sheet and attach to this completed form.

Contact person

Name of event

Date (include set-up and dismantle)

 to 

Hours of event

 am/pm to  am/pm

Event location

Type of event

Indoors  Outdoors

Number of performances

How many times has this event been held before?

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Who is responsible for cleaning the site once the event has ended?

Expected gross receipts \$  Attendance  per day

Please indicate seating arrangements by marking the boxes that apply

Reserved admission  Reserved seating  Standing only  Temporary seating

Who is responsible for setting up seating arrangements?

Are the seats anchored? Yes  No

Are the premises and equipment provided well maintained? Yes  No

Are there any known or potential hazards associated with the Event, that could cause injury to spectators or damage to others' property (eg. throw objects, special effects, pyrotechnic, amusement, mechanical rides)? Yes  No

If yes, please provide details

Please provide full details of any services independently contracted or subcontracted for the event (eg. security, cleaning, lighting, sound, food and beverage, first aid).

Contractor Name	Service Provided
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

What is the minimum level of insurance that contractors and sub-contractors are required to carry? \$

In the event of a claim, you will need to show that these people were fully insured. Yes  No

What is the limit of coverage you require? \$

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Please detail the extent to which the emergency services are involved and any disaster scenario planning that has been implemented (eg. fire, bomb scare, missing persons).

Emergency/Volunteer Organisation Name	Disaster Scenario Planning
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Do you require products coverage for food served at the event? Yes  No

If yes, please indicate the types of food to be served

Do you require products coverage for concessionaires at the event? Yes  No

If yes, please indicate the types of concessions available

Will alcohol be served at the event? Yes  No

If yes, and a third party company is responsible for this service, please indicate if the company carries Third Party insurance Yes  No

What waiver of claim, exclusion of liability or assumption of risk notices do you display (either on tickets or separate notices)? Please provide examples where applicable.

### Claims Management

It is important to maintain a record of all incidents that could lead to claims. The information must be logged as soon as possible after the incident has occurred and, to place a claim, details of each incident must be provided to One Underwriting immediately.

What system will be put into place to record any potential claim or circumstance?

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Claims History

Has an insurance claim in excess of AUS\$1,000 been made within the last 5 years, relating to your activities as a Promoter/Organiser?

Yes  No

If yes, please provide details

Date of Incident	Description	Insurer	Claimed Amount	Reserve and/or Paid Amount (Including Costs)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have any comments on claims or incidents above, please make them here:

Declaration

Liability of the Insurer does not commence until the application has been accepted by the Insurer. Binding is contingent upon One Underwriting confirming that cover is in place.

Are there any other facts or circumstances which you are aware of and may affect the Insurers assessment of the risk?

Yes  No

If yes, please provide details

I/we hereby declare that after enquiry all statements and particulars contained in this proposal are true and correct and that no information has been withheld that might increase the risk to Insurers or influence the acceptance of this proposal and should the above alter I/we will advise One Underwriting Pty Ltd as soon as practicable.

I/we understand that the failure to disclose any material facts which would influence the acceptance and assessment of the proposal may result in Insurers refusing to provide indemnity or voiding the policy in every respect. I/we hereby agree and accept that this declaration shall be the basis of the contract between both parties if entered into.

I am authorised on behalf of the insured(s) to sign this proposal. I understand that the duty of disclosure applies to all insured(s). The answers are provided on behalf of all persons/entities comprising the insured(s).

I understand the questions in this proposal form. Whilst some of these questions may not be answered by me I certify that I have checked them and that they are correct to the best of my knowledge and belief.

I/We agree that this proposal shall be the basis of the contract between me/us and the Insurers and I/we agree to accept the Policy subject to terms, conditions and exclusions.

Applicant's signature

Title

Dated

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### Important notices

#### **Non-Renewable Contract**

Any insurance policy issued will expire after 12 months. If you require the policy to be renewed please provide us with all necessary information in good time.

#### **Duty of Disclosure**

Before you enter into a contract of insurance, you have a duty under the Insurance Contracts Act 1984 (Cth) to disclose anything that you know, or could reasonably be expected to know, that may affect the insurer's decision to insure you and on what terms. You have that duty after proposal, and up until the time the insurer agrees to insure you. You have the same duty before you renew, extend, vary or reinstate a contract of insurance.

You do not need to tell the insurer anything that:

- reduces the risk that is insured;
- is common knowledge;
- your insurer knows or should know as an insurer; or
- the insurer waives compliance with your duty of disclosure.

If you are uncertain about whether or not a particular matter should be disclosed to the insurer, please contact your Aon Client Manager.

#### **Non-disclosure**

If you do not tell your insurer anything you are required to, the insurer may cancel your contract or reduce the amount that it is required to pay you if you make a claim, or both. If your failure to disclose is fraudulent, the insurer may refuse to pay a claim and treat the contract as if it never existed.

#### **Privacy Statement**

Lloyds's and its agents are bound by the obligations of the Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 (the Act). This sets out basic standards relating to the collection, use, disclosure and handling of personal information.

"Personal information" is essentially information or an opinion about a living individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

Information will be obtained from individuals directly where possible. Sometimes it may be collected indirectly (e.g. from your representatives).

Only information necessary for the arrangement and administration of Lloyd's business by Lloyd's, its agents and their representatives will be collected. This includes information necessary to accept the risk, to assess a claim, to determine competitive and appropriate premiums, etc.

Lloyd's and its agents disclose personal information to third parties who they believe are necessary to assist them in doing the above. These parties will only use the personal information for the purposes we provided it to them for (or if required by law).

When you give Lloyd's and its agents personal information about other individuals, we rely on you to have made or make them aware that you will or may provide their personal information to us, the types of third parties we may provide it to, the relevant purposes we and the third parties we disclose it to will use if for, and how they can access it. If it is sensitive information we rely on you to have obtained their consent on these matters. If you have not done or will not do either of these things, you must tell us before you provide the relevant information.

You are entitled to access your information if you wish and request correction if required. You may also opt out of receiving materials sent by Lloyd's by contacting One Underwriting Pty Ltd on 03 9211 3716.

## Submit your proposal form

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phone 02 9253 7600

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For full details please refer to [oneunderwriting.com.au/privacy](https://oneunderwriting.com.au/privacy)

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