



Aon NFP Insurance Proposal Form

Contact Details

Insured Name

Person to contact

Email

Postal address

State

Post Code

Phone No.

Fax No.

Broker

Year Established:

Policy Inception Date:

Number of Volunteers

Number of Paid Workers

ABN Number

Is the Organisation Stamp Duty Exempt?

Yes

No

Website Address:

Is the Organisation an Incorporated Body

Yes

No

If Yes, under what legislation is it incorporated?

List all activities of the organisation, including those involving paid employees & volunteers:

Events Questionnaire

Please complete for every major event with more than 250 attendees

Organisation Name:

Event Name, if different

Description of Event/Activities: (Please provide brochures, flyers, etc)

Location of Event/Activities Site:

Date of Event/Activities:

Hours of Operation:

Expected Number of Attendees:

Have you run this event before?

Yes No

If Yes, how many attended last time this Event was held?

How many Stalls are at the Event?

Do all vendors/exhibitors, contractors, food providers, amusement operators, performers carry their own liability insurance

If Yes, copies of policies and/or certificates of currency must be provided

Yes No

Are you noted as Principal on the above vendors, etc insurance?

Yes No

Will alcohol be sold at the event?

If Yes, please complete the Alcohol Declaration attached

Yes No

Are attendees allowed to bring alcohol to the event?

Yes No

Will there be entertainment at the event

e.g. opera, jazz, rock, theatre, stilt walkers, etc?

Yes No

Type

Do performers hold your organisation responsible for injuries suffered?

If Yes, please provide copy of contract

Yes No

Is there any security at the event?

Yes No

Internal External

If Yes, do they hold their own Liability insurance?

Yes No

Is there medical personnel at the event?

Yes No

If Yes, what sort, number and qualifications?

Signature

Date

Alcohol Questionnaire

Name of Organisation:

Name Liquor License is in:

Has your Liquor License ever been suspended or revoked

Yes

No

If Yes, why?

Class of License:

Days Selling Alcohol:

Hours of Alcohol Sales

Are attendees allowed to bring alcohol to your event?

Yes

No

Are under aged people at the event?

Yes

No

Are alcohol sales restricted to a confined space?

Yes

No

Are appropriate "responsible" servers of alcohol notices displayed?

Yes

No

Are volunteers/staff trained in responsible service of alcohol?

Yes

No

Signature

Date