

Marsh – Non Regular Event Application - AFL

Form 1: Generic Details

Important:

Your clubs public liability insurance policy is based upon the regular operations conducted by a community club engaged in a particular sport. Clubs that organise activities in addition to the recognised regular operations are required to apply for coverage.

Examples of regular and non-regular operations:

| Regular Operations: | Non-Regular Operations: |
|--|---|
| <ul style="list-style-type: none">• Training sessions• Game day• After match social functions• Clubroom based internal functions• Public sausage sizzles | <ul style="list-style-type: none">• Fishing competitions• Music concert / festival / open air movies• Triathlons / Fun runs – open to public• Markets – e.g. car boot / farmers / swap meet• Wood collecting / grain harvesting |

The application process:

Step 1: Complete **Form 1: Generic Details** (this form)

Step 2: Select and complete the most appropriate **Form 2: Event Specific Risk Management Checklist** (separate form) applicable to your planned event

Step 3: Submit both **Form 1** and **Form 2** to Marsh.

The application will be reviewed by the insurer and if accepted, an additional premium may be applied and provided to the club as a quote.

If you are in doubt about your clubs planned event – complete and submit the forms.

Return completed form to: sport@marsh.com

Forms received less than a week prior to the event may not be reviewed.

| | | | | | |
|--|---|-----------------------------|---|----------|--|
| Sport | | | | | |
| Name of Club | | | | | |
| Contact Person | | Position at club | | | |
| Club Address | | | | | |
| Suburb | | State | | Postcode | |
| Contact email | | | Contact phone | | |
| Date of Event | | | Approx. Time & Duration | | |
| Name of Event | | | | | |
| Event Description | | | | | |
| If the club is partnering with other entities to conduct the event list the responsibilities of each entity | Use additional sheet of paper if required | | | | |
| Is the event open to the public or club members and guests only? | | | | | |
| Will alcohol be served? | | | | | |
| Will the Police be notified of the event? | | | | | |
| Has local government (council / shire) has been involved in the planning of the event and given permission to stage the event? | | | | | |
| Estimated revenue to be earned by the club through this event | | | | | |
| Estimated number of participants (people actively participating in an event e.g. triathlon, fun run, etc.) | | | | | |
| Estimated number of spectators (people watching – e.g. concert, open air movie, car show, market etc.) | | | | | |
| Is the club hiring its premises to a third party? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If yes: It is a condition of insurance that the club must maintain active representation at the premises for the duration of the event. | | |
| Are third parties providing services for the event? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If yes: It is a condition of insurance that the club must ensure they are provided with a copy of the service providers current public liability insurance certificate of currency naming the third party as the beneficiary. | | |
| If a third party is providing services, list and describe these services | Security | <input type="checkbox"/> | | | |
| | Catering | <input type="checkbox"/> | | | |
| | Marquee / Staging | <input type="checkbox"/> | | | |
| | Music / Entertainment | <input type="checkbox"/> | | | |
| | Amusements | <input type="checkbox"/> | | | |
| | Other | <input type="checkbox"/> | | | |

The advice in this form is general advice only. To help you decide if the cover suits you, please read the Product Disclosure Statement. We can provide you with further information. Please contact us to request. This insurance is arranged by Marsh Advantage Insurance Pty Ltd (ABN 31 081 358 303, AFSL 238 369) ('MAI'). MAI are not the insurer.

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