

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?		<input type="checkbox"/> Yes <input type="checkbox"/> No		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?		<input type="checkbox"/> Yes <input type="checkbox"/> No		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"/>	

DUTY OF DISCLOSURE

Before you enter into an insurance contract, you have a duty of disclosure under the Insurance Contracts Act 1984 (Cth) to tell us anything that you know, or could reasonably be expected to know, may affect the insurer's decision to insure you and on what terms. You have this duty until the contract of insurance is entered into. You have the same duty before you renew, extend, vary or reinstate an insurance contract.

If we ask you questions that are relevant to the insurer's decision to insure you and on what terms, you must tell us anything that you know and that a reasonable person in the circumstances would include in answering the questions. Also, we may give you a copy of anything you have previously told us and ask you to tell us if it has changed. If we do this, you must tell us about any change or tell us that there is no change. If you do not tell us about a change to something you have previously told us, you will be taken to have told us that there is no change.

You do not need to tell us anything that: reduces the risk insured, or is common knowledge, or the insurer knows or should know as an insurer; or the insurer waives your duty to tell them about.

If you do not tell us something:

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

If you are in any doubt as to the extent of the duty of disclosure or whether a piece of information ought to be disclosed, just contact your Marsh Client Risk Adviser.

MARSH COLLECTION STATEMENT

In accordance with the Privacy Act 1988 (Cth) (and subsequent amendments) ('the Privacy Act'), we, Marsh Pty Ltd and our Associated Entities (as that term is defined in the Corporations Act 2001 (Cth)) ('Marsh') draw your attention to the following:

- We may collect personal information about you by means of the enclosed document.
- We are collecting the information principally for the purpose of approaching the (re)insurance market, placing insurance, assessing and advising you on your insurance needs, claims handling or risk management (depending on your requirements). Other purposes include providing you with information about other Marsh products or services and administering payments to you. If you are proposing for or renewing insurance, the information is required pursuant to your duty of disclosure under the Insurance Contracts Act 1984 (Cth), the Marine Insurance Act 1909 (Cth) or at common law.
- The information we collect may be disclosed to third parties including but not limited to (re)insurers, insurance intermediaries, service providers, finance providers, advisers, agents and Marsh's Associated Entities, which are all businesses of Marsh & McLennan group of companies ('MMC').
- Your personal information may be sent to our administrative processing centres in Mumbai (India) or Kuala Lumpur (Malaysia) and to other MMC companies, insurers, reinsurers and other third party service providers (e.g. data storage providers) in the United Kingdom, Singapore, Hong Kong, the United States of America and elsewhere.
- If you provide us with personal information about other individuals, you must ensure that those persons have been made aware of the above matters. Where the information collected relates to health, criminal record or other sensitive information as defined in the Privacy Act, you must obtain it with the individual's consent.
- We will use and disclose your personal information in accordance with our Privacy Policy. By completing this form you confirm that you have read the Marsh Privacy Policy available on our website (www.marsh.com.au) and you authorise and consent to Marsh collecting, holding, using and disclosing any personal information collected by means of the enclosed document in accordance with the terms of the Marsh Privacy Policy, including for the purposes explained in this collection statement above. If there are any inconsistencies between the terms of this collection statement and the terms of the Marsh Privacy Policy, the terms of the Marsh Privacy Policy prevail to the extent of that inconsistency. You may modify or withdraw your consent at any time. If you do not give us consent or subsequently modify or withdraw your consent, we may not be able to provide you with the products or services you want.
- You can contact our Privacy Officer by:
Email – privacy.australia@marsh.com
Phone – (02) 8864 7688
Post – PO Box H176, Australia Square NSW 1215