

## Special events insurance

### Proposal form

|                           |                                                            |                                                             |                                                              |
|---------------------------|------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------|
| Canada                    | <input data-bbox="454 268 684 315" type="text" value="%"/> | <input data-bbox="873 268 1102 315" type="text" value="%"/> | <input data-bbox="1252 268 1482 315" type="text" value="%"/> |
| South and Central America | <input data-bbox="454 329 684 376" type="text" value="%"/> | <input data-bbox="873 329 1102 376" type="text" value="%"/> | <input data-bbox="1252 329 1482 376" type="text" value="%"/> |
| Africa                    | <input data-bbox="454 389 684 436" type="text" value="%"/> | <input data-bbox="873 389 1102 436" type="text" value="%"/> | <input data-bbox="1252 389 1482 436" type="text" value="%"/> |
| Asia                      | <input data-bbox="454 450 684 497" type="text" value="%"/> | <input data-bbox="873 450 1102 497" type="text" value="%"/> | <input data-bbox="1252 450 1482 497" type="text" value="%"/> |
| Australasia               | <input data-bbox="454 510 684 557" type="text" value="%"/> | <input data-bbox="873 510 1102 557" type="text" value="%"/> | <input data-bbox="1252 510 1482 557" type="text" value="%"/> |

Please give details of the budget for this event (budgets for additional events should be given in Annex A)

#### Currency

#### Expenses

This is the total of everything you spend organizing this event

#### Revenue

This is your total anticipated income from all sources (e.g. delegate fees and sponsorship)

#### Anticipated profit or loss

Does any other party have a financial interest in the event?

Yes ☐ No ☒

If Yes, please give details:

If there is a fee for attendance, does it include travel and accommodation costs of delegates, attendees or exhibitors?

Yes ☒ No ☐ N/A ☐

Are you using any other venues for parts of this event (e.g. a pre/post events dinner)?

Yes ☐ No ☒

If Yes, please give details:

Would your event be affected if any other event were cancelled or postponed? For example, you might be running a reception dinner the night before your conference or the event might be linked to a larger event.

Yes ☐ No ☒

If Yes, please give details:

Have all the necessary licenses, permits, visas and permissions been obtained from all relevant authorities and emergency services? (e.g. local authority, police, fire brigade)

Yes ☒ No ☐

If No, please give details

Will the Police be in attendance?

Yes ☒ No ☐

Have you carried out and implemented a written risk assessment in respect of this event?

Yes ☒ No ☐

Approximately how many stewards will be employed to control visitors or crowds?