

This form is for event organisers who need a quote to cover a special event. If you need cover for a conference, exhibition or similar indoor event, or if you are an exhibitor, please download the relevant proposal form from www.hiscox.com/events.

Please note that:

- Sections **1, 2, 3, 4 and 9** are mandatory sections. Sections **5, 6, 7 and 8** should only be completed if you require the cover in that section.
- If you wish to include more than one event in this quote, you must also complete the Table in Annex A.

If you have any questions please call us on +44 1206 773851 between 9am and 5pm, Monday to Friday.

Section 1 – Your event insurance requirements

Please select the cover you require from the options below.

Coverage options	Cover required?
Cancellation and abandonment If Yes, please complete Section 5	Yes ☒ No ☐
Legal liabilities - Public liability (PL) – damage to third-party property or injury to third parties (e.g. people attending your event). - Employers' liability (EL) – injury to your employees and volunteers. This cover is only available if you also take PL cover. If Yes, please complete Section 6	Yes ☒ No ☐
Event property – covering your property, hired-in property, and money at the event. This cover is not available as a standalone option. If Yes, please complete Section 7	Yes ☒ No ☐
Terrorism cover – for the cancellation and property sections of this policy. If Yes, please complete Section 8	Yes ☒ No ☐

Section 2 – Information about you

Contact name	PHILIP GEORGE NORMAND		
Insured name	N/A		
Address	1 ECCLES ROAD		
Postcode	SW11 1LY	Country	UNITED KINGDOM
Telephone	07896527150		
Email	philipnormand@outlook.com		
Event organiser's website	N/A		
Event website (if different)	N/A		
Are you a member of any event trade associations (e.g. ICCA, AEO?)	No		
Are you a professional event management company organising this event on behalf of a client?	Yes ☐ No ☒		
How many similar events have you organised in the past?	0		

Please give details of any other events you are planning to run over the next 12 months that are not part of this quote:

N/A

Have you ever suffered any losses which were or could have been covered by this type of insurance?

Yes ☐ No ☒

If Yes, please give details:

Which insurers have you used in the past? If Hiscox has insured this event before, please include the policy number.

N/A

How did you hear about us?

Existing customer ☐

Directory ☐

Online advertising ☐

Recommendation ☒

Press ☐

Internet search e.g. Google ☐

Exhibition ☐

Other (please specify)

Section 3 – Information about your event(s)

If you wish to cover more than one event in this quote, please give information about the largest event in this section and include the other events in the table in Annex A.

Name of event

WHOLE STEP FESTIVAL

What type of event is this (e.g. sporting event, concert, fete, family party etc)?

MUSIC FESTIVAL

What is the purpose of the event and is the event related to a particular topic or subject matter?

Music Festival raising money for Help Musicians charity and the Mental Health Foundation

Open dates of event

From

29 / 05 / 2021

To

31 / 05 / 2021

Tenancy dates (including build up and breakdown)

From

17 / 05 / 2021

To

07 / 06 / 2021

Please state how many delegates and exhibitors are expected to attend over the course of the whole event:

	Non-paying visitors/delegates	Paying visitors/delegates	Exhibitors
Total numbers	4000	3000	10

If known, approximately what percentage of delegates and exhibitors are estimated to originate from:

UK	100%	%	%
Europe	%	%	%
USA	%	%	%

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Canada	%	%	%
South and Central America	%	%	%
Africa	%	%	%
Asia	%	%	%
Australasia	%	%	%

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?

Will alcohol be on sale?	Yes ☒ No ☐
Will visitors be allowed to bring their own alcohol into the venue?	Yes ☒ No ☐
Have you or do you plan to consult the Police about this event?	Yes ☒ No ☐
Have you or do you plan to consult the Fire Brigade about this event?	Yes ☒ No ☐
Will first aid facilities be provided?	Yes ☒ No ☐
Will you be using a security company?	Yes ☒ No ☐
If Yes, what is the name of the security company	CHURCHILL SECURITY LTD

Section 4 – Information about the venue

If you wish to cover more than one event in this quote, please give information about the venue for largest event in this section and give details of other venues in the table in Annex A.

Venue name	CLAYDON ESTATE		
Venue address	THE CLAYDON ESTATE ESTATE OFFICE MIDDLE CLAYDON BUCKINGHAMSHIRE MK18 2EX		
Postcode	MK18 2EX	Country	UNITED KINGDOM
Do written contracts of hire exist between yourselves and the venue(s)?	Yes ☐ No ☐		
Is any part of this event to be held in the open, or in a tent, marquee or temporary structure?	Yes ☒ No ☐		
What is the capacity of the venue or the part of the venue you have hired?	5000		
What is the maximum number of people at your event at any one time?	3000		

Section 5 – Cancellation and abandonment cover

If you have selected cancellation cover in section 1, the policy will automatically cover your event's expenses. You can also choose a number of additional cancellation covers.

If you wish to cover more than one event in this quote, please select the coverage options you require your largest event in this section. If you require different levels of cover for the other events, please indicate this in the table in Annex A.

Coverage options	Cover required?
Option 1 – Loss of profit cover	Yes ☒ No ☐
Option 2 – Reduced attendance This cover is designed to cover the cost of necessary refunds of pre-booked tickets sales, delegate fees or tickets sold on the day of the event where a significant number of paying delegates or attendees are unable to travel to your event for reasons beyond their or your control. Please note that we can only offer this cover if you also chose to insure your profits.	Yes ☒ No ☐
If Yes, have you held this event on at least three previous occasions?	Yes ☐ No ☒

Option 4 – Adverse weather cover for outdoor events Adverse weather is automatically provided as part of your cancellation cover for indoor elements of your events. Do you require adverse weather cover for any part of your event which will be held in the open or in a temporary structure? If Yes, please answer the questions below	Yes ☒ No ☐
If the amount insured against cancellation is less than £25,000, can you confirm that, to the best of your knowledge, the following is true: - No event has been cancelled at the venue in the past five years due to waterlogging or flood. - The venue is not particularly exposed to high winds (e.g. on the coast or on a hill) - The venue is more than 250 metres from the nearest river or stream.	Yes ☒ No ☐ N/A ☐
If the amount insured against cancellation is greater than £25,000, we will send a supplementary questionnaire for you to complete. Please note that we may not be able to offer this cover if the event is imminent.	
Option 4 – Key person non-appearance cover Do you require this cover (e.g. for key speakers or performers?) If Yes please complete Annex B.	Yes ☒ No ☐

Section 6 – Legal liabilities cover

If you wish to cover more than one event in this quote, please select the coverage option you require for your largest event in this section. If you require different levels of cover for the other events, please indicate this in the table in Annex A.

Part 1

Level of public liability (PL) cover required for this event (we will quote in the currency you chose in Section 3).

1 million ☐ 2 million ☐ 5 million ☐ 10 million ☐ Other

Does this event or any of the events at Annex A involve any of the following:

Archery or shooting	Yes ☐ No ☐	Bouncy Castles or other inflatables	Yes ☐ No ☐
Bungee jumping	Yes ☐ No ☐	Canoeing or other water vessel activities	Yes ☐ No ☐
Climbing or mountaineering or caving	Yes ☐ No ☐	Explosives or firearms	Yes ☐ No ☐
Equestrian activities	Yes ☐ No ☐	Fireworks or pyrotechnics	Yes ☐ No ☐
Fairgrounds or rides	Yes ☐ No ☐	Mountain biking	Yes ☐ No ☐
Motorised sports	Yes ☐ No ☐	Paintballing	Yes ☐ No ☐
Outdoor pursuit activities	Yes ☐ No ☐	Sub aqua activities	Yes ☐ No ☐
Parachuting, abseiling or other aerial activities	Yes ☐ No ☐	White Water (above level 3) or Black Water rafting	Yes ☐ No ☐
Skiing or winter sports	Yes ☐ No ☐	Any process involving the application of heat other than the preparation of food and drink	Yes ☐ No ☐

Any working over three metres in height or any activity in water over one metre in depth Yes ☐ No ☐

Are there any other hazardous or unusual activities or displays that could cause injury to anyone or damage to property? Yes ☐ No ☐

If Yes, please give full details including safety measures taken:

Part 2

Do you require employers' liability (EL) insurance for this event? Yes ☒ No ☐



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Please note that we only offer EL cover along with PL cover, not on a standalone basis. EL insurance is a statutory requirement in the UK. The standard limit we give is £10,000,000, or currency equivalent.

How many employees, including volunteers, will be employed at this event?

1000

What kind of work will they be doing?

Security, Box Office, Stewards, Volunteers, Sound Engineers, Lighting Technicians, Bar Staff, Crew Catering, H&S Officer

Section 7 – Property and money cover

If you wish to cover more than one event in this quote, please complete this section for your largest event. If you require different property cover for the other events, please indicate this in the table in Annex A.

High value property	Description (e.g. number of items)	Value of owned equipment	Value of hired equipment	Is transit cover required?
Canvas/metal framed marquees	100		5000	Yes ☒ No ☐
Solid panel sided marquees	50		1000	Yes ☒ No ☐
Other marquees				Yes ☒ No ☐
Audio visual/multi-media equipment	50		2000	Yes ☒ No ☐
Plasma screens	50		2000	Yes ☒ No ☐
Laptops and portable communication equipment	50		2000	Yes ☒ No ☐
Other items – e.g. classic cars or display items.	0			Yes ☐ No ☒
General contents				Yes ☒ No ☐

Is all of the above property in good condition or state of repair?

Yes ☒ No ☐

Will the property be left unattended at any point during the event?

Yes ☐ No ☒

If Yes, please give details of all security arrangements:

Do you require cover for loss of cash on site at the event?

Yes ☒ No ☐

If Yes, please complete the following questions:

What is the total value of money that will be contained in a locked safe?

5000

How much will be kept in any one till or cash point?

1000

What is the total value of money in transit to the bank from the venue?

5000

What is the total value of money in transit within the venue at any one time?

1000

Section 8 – Terrorism cover

The terrorism cover we offer depends on where your company is based, where the event is run and the event budget. You may need to complete one or all of Parts 1 to 4 below.

Part 1

Please complete Part 1 if *both* of the following applies to you:

- The organisation that will hold this insurance policy is based in England, Scotland or Wales
- This event, or any of the events detailed in Annex A, is/are taking place in England, Scotland or Wales.

If this does not apply to you, please go to part 2.

How does this cover work? Provided you can answer Yes to 1, 2 and 3 below, our policy will include cover for your events taking place in England, Scotland or Wales against losses resulting from physical damage to or destruction of property, caused by a terrorist attack within England, Scotland or Wales.

1. Can you confirm that any property your company owns (e.g. buildings, contents etc.) is covered by an insurer who is a member of Pool Reinsurance Company Limited and that this insurance includes terrorism cover?

Or, can you confirm that your company has no insured property?

(A list of insurance companies who are members of Pool Reinsurance Company Limited, can be found at www.poolre.co.uk)

Yes ☒ No ☐

2. Can you confirm that any other events you choose to insure against cancellation also have terrorism cover provided by an insurer who is a member of Pool Reinsurance Company Limited?

Or, can you confirm that this is the only event you plan to insure against cancellation between now and the end of this event?

Yes ☒ No ☐

(Note - You may run several events, but only choose to insure some of them against cancellation. However, of those events that take place in England, Scotland or Wales where you have chosen to insure against cancellation, if you have insured against cancellation due to terrorism for one event, all events must all be insured against cancellation due to terrorism by a member of Pool Reinsurance Company Limited.)

3. Can you confirm that these terrorism policies will not be cancelled between now and the end of this event?

Yes ☒ No ☐

Property cover. If you have requested cover for high value property and/or money, or require more than £50,000 of cover for general contents and venue property in section 1, we can provide you with terrorism cover for this property/money.

Provided you can answer Yes to questions 1, 2 and 3 above, would you like us to include this cover within your quotation?

Yes ☒ No ☐ N/A ☐

Part 2

Please complete Part 2 if either of the following applies to you:

- This event, or any of the events detailed in Annex A, is taking place within the European Union (excluding England, Scotland and Wales), the Channel Islands, the Isle of Man, Monaco, Switzerland or Norway.
- If you are based in the European Union (excluding England, Scotland and Wales), the Channel Islands, the Isle of Man, Monaco, Switzerland or Norway and this event, or any of the events detailed in Annex A, will be held within England, Scotland or Wales.

If this does not apply to you, please go to part 3.

How does this cover work? If part 2 applies to you, our standard policy includes cancellation cover for your events held within the European Union (excluding England, Scotland and Wales), the Channel Islands, the Isle of Man, Monaco, Switzerland or Norway. Cover is provided against losses caused by a terrorist attack up to the amount insured against cancellation, or £300,000, whichever is the lower. This cover operates even if you have insured more than £300,000 against cancellation. So, for example, if your event's cancellation sum insured is £400,000, the standard policy would cover you for losses caused by a terrorist attack up to £300,000.

If the amount you are insuring against cancellation is greater than £300,000, would you like a quote to increase the terrorism cover?

Yes ☒ No ☒

The cover in Part 2 will respond to acts of terrorism that occur within thirty days of the start date of your event and take place either at the venue or within a twenty five mile radius of the venue.

In some instances we can increase these time and distance limits for an additional premium. Do you need wider cover?

Yes ☒ No ☒

Part 3

This event, or any of the events detailed in Annex A, will be held outside the EU, the Channel Islands, the Isle of Man, Monaco, Switzerland or Norway, would you like a quote for terrorism cover?

Yes ☐ No ☒ N/A ☐

Part 4

Additional cover is also available for losses resulting from the threat of an act of terrorism. If you have the cover that is automatically provided in Part 2, or have chosen to take terrorism cover in Parts 1 or 3, would you like this quote to include threat cover?

Yes ☒ No ☐

Section 9 – Declaration and signatures**DUTY OF DISCLOSURE**

It is your responsibility to disclose all material information that is known to you and which might influence our judgment in determining the scope of cover, the price or whether or not to accept your risk. If you are in doubt as to whether any information is material, you should disclose it.

In deciding whether to accept the insurance and in setting the terms and premium, we have relied on the information you have given us.

You must:

- give a fair presentation of the risk to be insured by clearly disclosing all material facts and circumstances (whether or not subject to a specific question) which you, your senior management and those responsible for arranging this insurance know or ought to know following a reasonable search;
- take care by ensuring that all information provided is correct, accurate and complete.

CONFIDENTIALITY AND DATA PROTECTION

By signing this proposal form you consent to Hiscox using the personal data you provide to us for the purpose of arranging and administering your insurance. This may also include sensitive personal data where necessary. We may share your personal data with third parties such as insurance providers, claims adjusters, fraud detection and prevention services and regulatory authorities. Where personal data relates to anyone other than yourself, you must obtain the consent of the person to whom the information relates, both to the disclosure of such information to us and its use by us as set out above.

All personal data will be treated in confidence and in compliance with the Data Protection Act 1998. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

We would like to contact you from time to time with details of Hiscox Group products and services. If you do not wish to be contacted by us, please tick here: ☒

E.U. DISCLOSURE CLAUSE (UK)

You and we are free to choose the law applicable to this contract. Unless specifically agreed to the contrary this insurance shall be subject to English law and the policy wording will be in English.

DECLARATION

I/We declare that (a) this proposal form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of my / our proposal for insurance have been disclosed.

I/We undertake to inform you before any contract of insurance is finalised, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of my/our proposal for insurance.

I/We understand that the non-disclosure or misrepresentation of a material fact or matter will entitle the insurer to avoid this insurance.

I/We declare that I/we:

- have not been convicted of any offence (other than motoring offences and spent convictions) in the last five years,
- have not been declared bankrupt in the last five years (including business partners)
- have not had another insurer decline, refuse to continue or apply special terms for anyone whose property or event is to be insured,
- are not aware of any current circumstances that could lead to a claim under this policy, and

I/We confirm that the information given on this proposal form is correct, accurate and complete and I/we have made a fair presentation of risk.



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We require a signature in ink. For policies that are held in joint names each party should sign this declaration.

Name	PHILIP NORMAND	
On behalf of	WHOLE STEP FESTIVAL	
Position	EVENT ORGANISER	
Signature		Date 30 / 03 / 2021
Name		
On behalf of		
Position		
Signature		Date / /

Please check that you have completed all relevant sections then return the signed and dated form to us:

Email: eventinsurance@hiscox.com

Fax: 0800 042 0335/020 7448 6963

Post: Hiscox, PO Box 501, Sittingbourne, ME10 9AF

You should keep a copy of this form for your records.

Policies are underwritten by Hiscox Underwriting Ltd on behalf of certain syndicates at Lloyd's (managed by Hiscox Syndicates Ltd) and Hiscox Insurance Company Ltd. Hiscox Underwriting Ltd is authorised and regulated by the Financial Conduct Authority. Hiscox Syndicates Ltd and Hiscox Insurance Company Ltd are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.