

Hybrid Event Insurance Application

Your details

1. Name of proposer:

Insured name as it should appear on your policy:

2. Address:

3. Postal/Zip Code:

4. Email Address:

5. Telephone Number:

6. Policy Currency:

7. Are you a business with a turnover below \$5,000,000? Yes No

8. Are you a business with fewer than 50 employees? Yes No

9. Are you the organiser of this event? If not, what is your role in this event? Yes No

Event details

10. Type of event (e.g. conference, festival, football etc.)

11. Event Name

12. Event start date

13. Event end date

14. Tenancy start date

15. Tenancy end date

16. Has this Event been held before?

If so, how many times has it been held? Yes No

If so, how many times at this location? Yes No

17. Is the Event open to the public? Yes No

Event budget

18. Please enter the budget information for this event and tick to confirm the basis on which you wish to insure:

a) 100% Gross Revenue (total income)*:

* Please note that if the event has not been held before, revenue cover is limited to pre-contracted gross revenue only (money secured in advance of the event such as pre sold tickets)

b) 100% Expenses:

19. Please attach a budget breakdown for your event. If a budget is not available, please use the below:

Expenses	Amount	Gross Revenue	Amount
General Administration		Attendee Registration Sales	
Printing, Promotion, Advertising		Program Sales	
Facilities & Equipment Rental		Merchandising	
Communication Costs		Broadcasting & TV Rights	
Sponsorship		Commissions	
Wages, Salaries & Benefits		Sponsorship	
Broadcasting & TV Rights		Advertising	
Other items not included above		Other items not included above	
Total		Total	

20. What proportion of the overall budget is exposed to the Physical Event and what proportion is exposed to the Virtual Transmission Event?

Physical Event (%):

Virtual Transmission Event (%):

21. Can either/both the Physical Event or Virtual Event proceed independently of the other? Yes No

Physical event

22. Venue Name:

23. Country:

24. City:

25. Where does this event take place? (Please tick one)

a. Predominantly* Indoors

b. Predominantly* Outdoors (on tarmac/hard standing)

c. Predominantly* Outdoors (on grass/soft standing)

d. Predominantly* in Temporary Structures (on tarmac/hard standing)

e. Predominantly* in Temporary Structures (on grass/soft standing)

* Predominantly means more than 75% of the event

26. If outdoors or in temporary structures, is covered required for the effects of adverse weather? Yes No

27. If yes to 20, can the event go ahead in continuous moderate rainfall and wind speeds of up to 30mph/50kmh? Yes No

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| 28. Does the event site have any history of flooding or water logging? | Yes | No |
| If yes, please provide some additional information: | | |
| 29. Has this event ever had any losses as a result of adverse weather, whether insured or not? | Yes | No |
| 30. Will any stages, marquees or temporary structures be covered on three sides and above, with all electrical equipment protected from weather? | Yes | No |
| 31. Will you be contracting any party to perform a critical function at your event to enable it to go ahead successfully e.g. caterers, waste management company, water supplier etc? | Yes | No |
| If yes, please provide full details of these suppliers: | | |

Virtual transmission event

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| 32. Which vendor will be required to host the online event? (Zoom/Microsoft Teams/Amazon Web Services etc)? | | |
| 33. Describe the selection criteria for choosing the vendor responsible for hosting the online event: | | |
| 34. Does the contract with the vendor document the remedies available to the applicant arising from downtime/unavailability of the hosted environment during the online event? | Yes | No |
| If yes, please provide some additional information: | | |
| 35. Has the vendor provided you with details regarding failover/redundancies in place to ensure event uptime / availability? | Yes | No |
| If yes, please provide some additional information: | | |
| 36. Does the vendor require multi-factor authentication for remote access? | Yes | No |
| 37. Do you enforce the same security standards on systems / data hosted by third parties (including cloud services) as you do on system / data hosted internally? | Yes | No |
| 38. Are attendees for the virtual event pre-registered? | Yes | No |
| 39. Or do they register on the day of the virtual event? | Yes | No |
| 40. Please confirm the contractual refund obligations to those who have registered to attend in the event of non-delivery of the virtual event: | | |
| 41. What is the minimum amount of content or time required for the virtual event to be deemed complete without any obligations to make refunds? | | |
| 42. Is there a minimum number of attendees required to successfully receive the virtual event transmission in order for the virtual event to proceed? | Yes | No |
| If yes, how many / what percentage? | | |
| 43. What is the maximum interruption to the Virtual Event Transmission that can be sustained before any financial loss would be incurred (such as refunds to attendees) and the maximum interruption that can be sustained before it would become necessary to cancel or abandon the virtual event? | | |

44. Is the Insured Virtual Event transmission being recorded, so that in the event of a failure to deliver or interruption it can still be provided to registered attendees? Yes No
45. Can the virtual event be postponed or delayed in the event of failure or malfunction of Necessary Facilities? Yes No
46. Answer the following questions in respect of the point from which you have responsibility for the transmission to the point at which your obligations cease: For questions 47-54, if the answer is "No" please provide full details:
47. Do written signed contracts exist between you and all those responsible for providing signal transmission or receiving services? Yes No
If so, please provide a copy
48. Do these contracts contain SLA's (Service Level Agreements) and if so please confirm;
- a) Minimum response time in the event of an interruption
- b) If the virtual event can still proceed without loss if response is provided within specified time
49. Please confirm that all equipment critical to the transmission is within buildings, undercover or in purpose designed vehicles at the location where the Virtual Event Transmission originates. Yes No
50. If the critical equipment is outside, is it designed to operate:
- a) In the normal range of weather? Yes No
- b) In the extremes of weather? Yes No
51. Does all critical equipment have back up power? Yes No
52. Have satisfactory test transmissions been completed? Yes No
53. Has there been successful receipt of test transmissions? Yes No
54. Are successful tests required before the actual transmission? Yes No
55. What back up of key critical equipment is there? (Please provide full details):
56. Have those responsible for the virtual event transmission transmitted from the location before? Yes No
- a) If yes, how many times?
- b) If yes, have there ever been any problems? (If yes, please provide full details)
57. Please confirm what back-up methods of signal transmission are in place. Please provide details including how quickly the signal can be switched from the primary method to back up:
58. Will the transmission be entirely within:
- a) One country (If yes, please state which country) Yes No
- b) One continent (If yes, please state which continent) Yes No
59. Are there any areas expected to produce more than 10% of Gross Revenue, where there are no receiving end back up facilities for equipment and power? Yes No
If yes, please provide details:

Additional information

60. Please provide any additional information which may help us understand the overall event and provide a firm quotation.

General questions

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| 61. Will all contractual arrangements necessary for the successful fulfillment of the event be made and confirmed in writing in a timely manner prior to the start of the event? | Yes | No |
| 62. Other than as a result of Covid-19, has any event to be insured ever had any incidents that could have resulted, or did result in a loss which may have been covered under this insurance within the past 5 years? | Yes | No |
| 63. Are you aware of any matter, fact or circumstance or incident, existing or threatened, which could possibly affect the event and might result in a claim under the proposed insurance? | Yes | No |

Declaration

You declare that the information provided in this proposal (including any Appendices) is, to the best of your knowledge and belief, both accurate and complete. You have taken care not to make any misrepresentation in the disclosure of this information and understand that all information provided is relevant to the acceptance and assessment of this insurance, the terms on which it is accepted and the premium charged. Further, you declare that you have:

- Never been prosecuted under the Health and Safety at Work Act or other statute or regulation
- Not been convicted of any criminal offense (other than minor driving offenses not resulting in disqualification) in the last five years
- Not been declared bankrupt nor been involved in a company or business which has gone into liquidation, receivership or come to an arrangement with creditors in the last five years
- Not waived any legal rights of recovery against contractors and exhibitors
- Checked contracts when booking venues to ensure we are not accepting responsibility for the negligence of the venue owners
- Requested all contractors, performers and exhibitors to provide evidence of insurance against third party liability risks before they are permitted on site
- Requested all exhibitors to provide evidence of insurance against third party risks before we permit them on site
- Carried out and implemented/will implement a written risk assessment in respect of the event
- A written health and safety policy detailing procedures applied to the event that all contractors/exhibitors are made aware of and are required to comply with.

Yes No

Signature

Position

Date