|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EVENT CONNECT PRESENTATION FORM** | | | | |  | |
|  |  | Agent | **Agency No.** | Agents Ref | | **Policy No.** |

**Ansvar Insurance**, Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR.

Telephone: 0345 60 20 999 or 01323 737541 Email: ansvar.insurance@ansvar.co.uk Website: www.ansvar.co.uk

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | |
| Name of Organisation  (legal entity) |  | | | | | | | ERN    /  (Employer Reference Number) | |
| Venue Address (for event) |  | | | | | | | Post code | |
| Contact Name |  | | | | | | | Charity Number | |
| Correspondence address |  | | | | | | | Post code | |
| Existing insurer name/policy number |  | | | | | | Renewal or inception date | | |
| 3 years claims/loss experience |  | | | | | | Date established | | |
| Type of organisation | Recognised or Registered charity Voluntary organisation Not for profit company/organisation  Charitable Incorporated Organisation (CIO) | | | | | | | | |
| Are you | Event organiser  exhibitor or participant only  organiser and exhibitor | | | | | | | | |
| Cover required for | Single event  multiple events  and number planned for the next 12 months | | | | | | | | |
| Period of event (consecutive days) | From       to       (should include days for setting up, dismantling and removal) | | | | | | | | |
| Estimated daily attendance | (for multi-event policy this should be in respect of your largest event) | | | | | | | | |
| Does the event involve the sale or promotion of alcohol for consumption at the event? | | | Yes  No | | If ‘Yes’ please state the estimated percentage of income derived from the sale of alcohol. | | | | % |
| Type of event(s) and activities undertaken |  | | | | | | | | |
| Hazardous/unusual - events/activities |  | | | | | | | | |
| Total number employees |  | | | | | | | | |
| Total number of volunteers |  | | | | | | | | |
|  |  | | | | | | | | |
| **COVER REQUIREMENTS** | | | | | | | | | |
| **Public & Products Liability** | £1M  £2M  £5M  £10M | | | | | | | | |
|  |  | | | | | | | | |
| **Employers Liability** | £10M | | | | | | | | |
|  | | | | | | | | | |
| **All Risks** | \*All Risks list of specified items enclosed  or listed below: | | | | | | | | |
| Unspecified items (total) | £ | | | item limit £ | | (must not be more than half the sum insured) | | | |
| Specified items\* | £ | | |  | | | | | |
| (sum insured / description) | £ | | |  | | | | | |
| *(The sums insured should be the total* | £ | | |  | | | | | |
| *replacement cost of all your specified* | £ | | |  | | | | | |
| *and unspecified equipment at the* | £ | | |  | | | | | |
| *venue at any one time.)* | £ | | |  | | | | | |
|  | | | | | | | | | |
| **Cancellation Expenses** | £ | | |  | | | | | |
|  | | | | | | | | | |
| **Money** Transit/working hours limit | £2,000  or state higher amount £ | | | | | | | | |
|  | | | | | | | | | |
| **Personal Accident** | £10,000 / £100 per week  £15,000 / £150 per week  £20,000 / £200 per week  £25,000 / £250 per week | | | | | | | | |
| Do you require cover for members under 16? | | Yes  No  If ‘Yes’ please state benefit £      (£1,000 to £5,000 – no weekly benefit available)  and number of members | | | | | | | |
| **Any other information:** | | | | | | | | | |
|  | | | | | | | | | |

Ansvar Insurance is a business division of Ecclesiastical Insurance Office plc (EIO) Reg No 24869. EIO is registered in England at Beaufort House, Brunswick Road, Gloucester GL1 1JZ.

EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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**Data Privacy Notice**

Your privacy is important to us. We will process your personal data in accordance with data protection laws.

Ecclesiastical Insurance Office PLC is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health or criminal convictions or information which is likely to reveal your religious beliefs.

We process your personal data for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, our service providers and professional advisors, or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the European Economic Area. We will put appropriate safeguards in place to ensure that your personal data is protected.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by contacting us.

**Fraud Prevention**

We need to carry out fraud and anti-money laundering checks and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

If false or inaccurate information is provided and fraud is identified, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

**Further Information**

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at [www.ansvar.co.uk/privacypolicy](http://www.ansvar.co.uk/privacypolicy) or contact our Data Protection Officer at Beaufort House, Brunswick Road, Gloucester GL1 1JZ or on **0345 6073274** or email [compliance@ansvar.co.uk](mailto:compliance@ansvar.co.uk).



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