## Event Insurance Advice Sheet

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Part A – Event Details** | | | |
| Officer Name: |  | | |
| Name of Event: |  | | |
| Type of Event: |  | | |
| Location of Event: |  | | |
| Date(s) of Event: |  | To |  |
| Event Times: |  | To |  |
| Expected No. of Patrons at any one time at the event: | | |  |
| Expected No. of Patrons over the duration of the event: | | |  |

|  |  |  |
| --- | --- | --- |
| **Part B – Performer Details (if applicable)** | | |
| Performers Name: |  | |
| **Description of Performance:** | | |
|  | | |
| No. of Performers: |  | |
| **Will your performance activities include: *(if yes is the answer to any of the questions below, please attach details)*** | | |
| Audience participation with the use of fire, sporting, hazardous or dangerous activities? | | Yes  No |
| Fireworks or pyrotechnics? | | Yes  No |
| Use of animals? | | Yes  No |
| Use of fire? | | Yes  No |
| Use of amusement rides or devices? | | Yes  No |
| Running of workshops? | | Yes  No |

Please attach all copies of certificates of currencies and any other important documents.