

Lions Club Event Checklist

This form should be completed and forwarded to the MD Insurance Brokers for every event where it is anticipated there will be more than 1,000 attendees or 250 participants.

Also within the Insurance Guide under the Liability Section a list of events which do not require referral to Insurers are listed. It is the intention that this list will be updated on an annual basis to ensure the Insurers automatically provide cover in relation to fund raising activities which are organised regularly.

Completion of this checklist, whilst being good practice also allows for events which are not listed as “acceptable” to be easily referred to the MD Insurance Broker.

This form can be photocopied or scanned and submitted to Charmagne Gurney at Miles Smith

Miles Smith Insurance Group, 20 Birchin Lane, London, EC3V 9DU

Tel – 020 7626 0902

Fax – 020 7220 0860

email – cgurney@milessmith.co.uk

Lions Club..... District 105

Contact Name..... Address.....

.....

.....

Email.....

.....

Tel.....

Full details of planned activity or event

.....

.....

.....

Date of Event.....

Duration Days

Venue of Event.....

Anticipated no. of attendees.....

Details of any special risks or concerns you as a club have for this event.....

.....

.....

.....

How many times have you held this event before, over what period of time.....

.....

Have you as a club sought permission/advice from any outside agencies regarding the event i.e.

Council, Police, Fire Brigade, St Johns. Please give full details.....
.....
.....

Has a full risk assessment been undertaken? What were the key risks noted?
.....
.....
.....

Is any equipment being borrowed or hired for the event? YES / NO

Is a quote required for the hired in items? If Yes, please give full details

If YES, what is the total value of the items being hired £.....

What is the maximum value of any one item £.....

Money Cover is provided upto £5,000 at any one event, subject to two able bodied adults taking the cash to the bank together.

Do you require a higher limit for cash at the event and in transit to the bank? YES / NO

If YES, please give full details including limits required and number of adults carrying the cash.

.....
.....

Has your club been asked to sign any agreements for this event? YES / NO

If YES, please provide a copy of the agreement..

Signed..... Club Office.....

Print Name Date.....