



humanity in motion

rotary club of northwick park

Rotary Event Checklist

Rotary Club of NORTHWICK PARK .District... 1130

Contact name:..... Address:.. ..

Email:

Tel:(b)

Tel:(p)

Full details of planned activity or event.....

.....

.....

.....

Date of event: Duration

Venue for event..... Anticipated no. of attendees:.....

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

.....

.....

.....

Would you be interested in a quotation for Cancellation and Abandonment Insurance including Adverse Weather YES/NO

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

.....

If you are organising a Firework Display are you using a Professional Firework Company YES/NO

Have you obtained written confirmation from Third Party Organisations attending the event, that they have Public Liability Insurance in force YES/NO



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Have you as a club sought permission / advice from any outside agencies regarding the event i.e. Council, Police, Fire Brigade, St Johns Ambulance? Please give details:.....

.....
Has a full risk assessment been undertaken? Yes / No

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What were the key risks noted?
.....
.....

Has any equipment been borrowed or hired for the event? Yes / No
If yes, is a quote required for additional equipment borrowed / hired? Yes / No

Please provide the following details:
Description of Equipment including replacement cost

Security Measures if left overnight

Dates Cover Required

Money cover is provided up to £5,000 at anyone event, subject to two able bodied adult persons taking the cash to the Bank together. Money cover in the private residence of any authorised Rotarian is limited to £500, in a private dwelling in a locked safe £1000, in any other locked safe or strong room £500, in a Bank night safe £5000 and any other loss, the limit is £250.

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 of the limites required and procedures for the transit where money will be kept until it is banked (if applicable).....
.....
.....

Has your club been asked to sign any agreement for this event? Yes / No

If yes, please send a copy of the agreement to SWIB for approval before signing.

Signed: Office:

Print name:..... Date:

When complete this form should be sent to: Sutton Winson Insurance Brokers.