



THEATRES COMBINED INSURANCE PROPOSAL

A FULL POLICY WORDING IS AVAILABLE ON REQUEST

Please complete in full selecting the covers you require or have been quoted.

Name of Proposer in full:

Limited Company / Charity / Sole Trader / Partnership (Please delete as applicable)

Correspondence Address:

Postcode:

Contact Details:

Tel No:

Fax Number:

Email:

Website:

Business Description in full:

Period Of Insurance:

12 months from:

Are you a member of the Independent Theatre Council (ITC):

Yes

No



Your policy is underwritten by
Aviva Insurance Limited

Performers is a trading name of
Wrightsurre Services Ltd



Performers, Wrightsure House, 799 London Road, West Thurrock, Essex RM20 3LH – Tel: 01708 860999 – Fax 01708 865100

Authorised and Regulated by the Financial Services Authority

PROPERTY DAMAGE

Section 1 (a) – “All Risks” – Contents

*Sums Insured to represent replacement cost

Cover Required Yes No

A) Scenery, props, wardrobe, musical instruments and all other property
Not described below, belonging or hired to the insured

Anywhere UK / At Own Premises only

£ / £

B) Sound, light, TV, video & Photographic equipment appertaining
to the production

£ / £

C) Artistes' Property used in production (maximum £100 any one item)

£ / £

D) Office Contents (Items covered at your office only)

£

Please state the office address

E) Any other item (specified e.g. Lap Top) – Please indicate if cover required anywhere UK or at your premises only.

	(UK / Prem)	£
	(UK / Prem)	£
	(UK / Prem)	£
	(UK / Prem)	£
	(UK / Prem)	£

1) Please state address where equipment is stored:

2) Security Details:

Are your premises alarmed: Office: Yes No Store: Yes No

If yes please state method of signalling: Office: _____ Store: _____

Other Security, please tick: Office : CCTV Grills/Bars Shutters 5 Lever Mortice

Store: CCTV Grills/Bars Shutters 5 Lever Mortice

3) Are the premises in your sole occupation: Yes No

If no give details of other occupants:

Section 1 (b) – Building

Cover Required

Yes

No

Buildings Sum Insured:

This figure is to represent rebuilding cost not current market value

Subsidence Cover required: Yes No

Only complete the following if building cover is required:

Are the buildings of standard construction (constructed of brick, stone or concrete and roofed with slates, tiles, concrete, metal or asbestos)

Yes No

If no please give details:

Method of Heating:

Age of Building: Yes / No No of Storeys: ____ Fire alarm: Yes / No Sprinklers: Yes / No
Fire Extinguishers: Yes / No Electrical System inspected in the last five years: Yes / No

Are the premises in an area previously affected by flooding: Yes No

If yes give details:

Are the premises located near a Seafront, Cliff, River/Lake/Reservoir/Dam: Yes No

If yes give details:
Incl distance.

Is any portion of the premises unoccupied: Yes No

If yes give details:

**TERRORISM – IS EXCLUDED.
IF TERRORISM COVER IS REQUIRED PLEASE ENSURE A QUOTATION HAS BEEN OBTAINED**

BUSINESS INTERRUPTION

Section 2 – Business Interruption **Cover Required** Yes No

Loss Of Revenue: £

or

Increased Cost Of Working £

The Standard indemnity Period is 12 months:

Please tick if: 24 months required 36 months required

Extensions: Denial of Access Contract Sites (venues) Public Utilities

TERRORISM IS EXCLUDED.
IF TERRORISM COVER IS REQUIRED PLEASE ENSURE A QUOTATION HAS BEEN OBTAINED.

LEGAL LIABILITIES

Section 3 – Employers Liability **Cover Required** Yes No

**Limit of Indemnity is £10,000,000* (Terrorism £5,000,000)*

Average Number Of Employees over a 12 month period:

Does any employee engage in: Aerial Work, Animal Turns, Fire Juggling, Acrobatic Dancing, Hazardous Acts (if unsure what is defined as a hazardous act please contact Performers)

If yes to any of the above please contact Performers before continuing with this proposal form.

Section 4 – Public Liability **Cover Required** Yes No

Standard Limit of Indemnity is £1,000,000

Is a higher limit required Yes No If yes: £2m or £5m

(Terrorism will be limited to £2,000,000)

Company Turnover/Income: £

Included in the above figure how much represents grants: £

Do you use any hazardous substances etc? Yes No

Definition of Hazardous Substances:- Animals, explosives, firearms, toxic chemicals, gas, asbestos, radioactive substances, pyrotechnics, aerial work or any other materials giving rise to dust fumes or vapours. If **YES**, or, in doubt, please provide full details.

MONEY

Section 5 – Money Cover Required Yes No

The standard limit for all money losses is £500

Is this adequate Yes No If no limit required? £

Details of safe if any:

Please see policy wording for all inner limits:

PERSONAL ACCIDENT

Section 6 – Personal Accident Cover Required Yes No

Has any person now proposed suffered any accident (other than trivial) Yes No
Or any serious illness, over the last five years

Limit Required 1 or 2

- | | | | | | |
|----|-------------------------------|---------|----|-------------------------------|---------|
| 1. | Death & Capital Benefits | £10,000 | 2. | Death & Capital Benefits | £25,000 |
| | Temporary Total Disablement | £100 | | Temporary Total Disablement | £250 |
| | Temporary Partial Disablement | £50 | | Temporary Partial Disablement | £125 |

Named Persons:

Name	Date Of Birth	Duties

GENERAL PARTICULARS

General Particulars

1. Will the production go to the Republic Of Ireland or outside the UK? Yes / No
2. Has any insurer declined, cancelled or refused any or your insurance imposed special terms? Yes / No
3. Have you sustained any losses in the last five years? Yes / No
4. Have you or any partner or director been charged with a criminal offence declared bankrupt or Insolvent ? Yes / No

If you have ticked 'YES' to any of the above, please provide full details:

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise:-

1. The law applying in the part of the UK, Channel Islands or Isle of Man in which you normally live or (if applicable) the first named policyholder normally lives; or
2. In the case of a business, the law applying in that part of the UK, Channel Islands or Isle of Man where it has its principal place of business; or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Data Protection Act – Information Uses

For the purposes of the Data Protection Act 1988, the Data Controller in relation to any personal data you supply is Aviva Insurance Ltd

Insurance Administration

Information you supply may be used for the purposes of insurance administration by the insurer, its associated companies, their respective agents, by re-insurers and your intermediary. It may be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurers compliance with any regulatory rules/codes. Your information may also be used for offering renewal, research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for systems administration. In assessing any claims made, the insurers or their agents may undertake checks against publicly available information such as electoral roll, county court judgements, bankruptcy orders or repossessions. Information may also be shared with other insurers either directly or via those acting for the insurer such as loss adjusters or investigators.

In the case of personal data, with limited exceptions and any payment of the appropriate fee you have a right to access and if necessary rectify information held about you.

Credit Searches and Accounting

In assessing your application/renewal, the insurers may search files made available to them by credit reference agencies. They may keep a record of that search. The insurers may also pass to credit reference agencies information they hold about you and your payment record with them. Credit reference agencies share information with other organisations, enabling applications for financial products to be assessed or to assist the tracing of debtors, or to prevent fraud.

The insurers may ask credit reference agencies to provide a credit scoring computation. Credit scoring uses a number of factors to work out risks involved in any application. A score is given to each factor and a total score obtained. Where automatic credit scoring computations are used by the insurers, acceptance or rejection of your application will not depend only on the results of the credit scoring process.

Sensitive Data

In order to assess the terms of the insurance contract or administer claims which arise, the insurers may need to collect data which the Data Protection Act defines as sensitive such as medical history or criminal convictions. By proceeding with this application you will signify your consent to such information being processed by the insurers or their agents.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time share information about you with other organizations and public bodies including the police.

Marketing

Aviva group and its agents may use your information to keep you informed by post, telephone, e-mail or other means about products and services which may be of interest to you. Your information may also be disclosed and used for these purposes after your policy has lapsed. If you do not wish your information to be used for these purposes please write to Aviva, FREEPOST, Mailing Exclusion Team, PO Box 6412, Derby, DE1 1SB

You should show these notices to anyone who has an interest in the insurance under this policy.

IF YOU HAVE A COMPLAINT

Aviva is a member of the Financial Ombudsman Service scheme for complaints from private policyholders, certain small businesses, charities and trusts. Should you have a complaint, please initially notify your insurance adviser or usual Aviva point of contact. Full details of our complaints procedure will be set out in your policy booklet, or are available from your insurance adviser or from your usual Aviva contact. The complaints procedure does not affect your right to take legal action.

IMPORTANT DISCLOSURE

All material facts must be disclosed. Failure to do so could invalidate the policy. A material fact is one which is likely to influence an insurer in the acceptance and assessment of this application. If you are in any doubt as to whether a fact is material then it should be disclosed to the insurer. If any changes in circumstances arise during the period of insurance cover please provide your insurer with details.

A specimen copy of the policy wording is available on request. We recommend you keep a record (including copies of letters) of all information provided to the insurer for your future reference. A copy of the completed application form will be supplied on request within a period of three months after its completion.

DECLARATION – VERY IMPORTANT

I/We understand the contents of this completed application and I/We declare that the information given is, to the best of my/our knowledge and belief correct and complete. I/We agree that the statements in this application shall form the basis of the contract between the insurer and myself/ourselves and if the risk is accepted I/We undertake to pay the premium when called upon to do so. We understand that my/our information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer’s compliance with any regulatory rules/codes.

I/We understand and accept that Aviva Insurance Ltd may contact my/your previous/present insurers for further information.

SIGNED.....DATED.....

Liability does not commence until Proposal has been accepted by Aviva Insurance Ltd and the premium paid, except as provided by an official Covering Note by Aviva Insurance Ltd

Please remember to return this form with your remittance in settlement of the premium due:

Cheques payable to
Address: PERFORMERS
Wrightsure House
799 London Road
West Thurrock
Essex
RM20 3LH

Tel: 01708 860999
Fax 01708 865100

Summary of Policy Cover

- **Note**
This should be regarded as an outline of cover provided. The policy is a legal document and defines insurance in precise terms. A copy of the wording is available on request.
- **All Risks**
This covers your props, sets, costumes, instruments, sound, lighting and technical equipment, artistes property (up to a maximum of £100 anyone item). This section covers you anywhere within the U.K. but can be extended to Worldwide coverage if required.

In addition office contents, computers, buildings and business interruption can all be included.

- **Employers Liability**
This covers your legal liability to your employees for bodily injury, illness or disease arising out of and in the course of their employment with you up to £10m per occurrence (Terrorism £5m). We automatically cover anyone working for you in order to gain job experience.
- **Public Liability**
This covers your legal liability to members of the public for bodily injury, illness or disease and loss or damage to property not owned by you or in your custody or control. The standard limit for anyone claim is £1m (this may be increased if required). There is no limit on the number of claims you can make each year.

This section does not cover liability arising from professional negligence.

- **Money & Assault**
Loss of money in the course of your business and payment to your employees and yourself in the event of death or disablement as a result of an assault.
- **Personal Accident**
This low cost cover pays you and/or employees cash compensation and/or a regular income for up to two years for death or disablement caused by and occurring within two years of an accident.

You can cover partners, directors, some or all employees, as you wish, providing that they are in good health and the total benefit for everyone is not more than £100,000.

- **Terrorism**
Please note that in addition to its other terms, conditions, exceptions or exclusions, the policy wording may incorporate provisions, which limit or exclude loss, damage or liability caused by acts of Terrorism, and the terms of any quotation should be read as having been adjusted accordingly. Full details are available on request.

Additional terrorism insurance cover is available for a premium charge. If you require further details of this cover and a quotation please contact us.