

# Performing Arts Enquiry Form



## Client details

Client Name

Trading Name

Postal address

Postcode

Business description

Year established

Telephone Number

Email address

Website

## Period of insurance

From:

To:

## General details

How long have you been in business:

i) in these premises?

ii) elsewhere?

Have you, your Directors, Partners or family members involved with the business or any other business ever:

had a proposal or insurance declined cancelled or refused?

had any renewal refused?

had any special terms or conditions imposed?

been convicted or charged (but not yet tried) or been given an Official Police Caution, in respect of any criminal offence?

been the subject of any County Court Judgements or Sheriff Court Decrees?

been declared bankrupt or insolvent or been disqualified from being a company director or been involved as owner Director or Partner with any company which went into receivership, administration or liquidation?

been involved in another company within 6 months before receivership/insolvency?

Any other material circumstances to disclose?

If yes to any of the above please provide full details

Please give details of previous insurers in the last five years

Have you had any claims in the past 5 Years?

Yes

No

Please give details of any claims in the last 5 years.

## Cover required

Please specify covers required and only complete the following relevant pages:

### Asset Protection

Property Damage – All Risks

Electronic Equipment

Money and Assault

Glass

Frozen Foods

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### Revenue Protection

Business Interruption

Loss of Licence

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### Asset & Revenue Protection

Terrorism

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### Legal Liabilities

Employers' Liability

Public and Products Liability

Commercial Legal Protection

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### Employee Benefits

Personal Accident

Business Travel

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### Marine Cargo

Marine Cargo

# Asset Protection

## Property damage and theft

Premises address

Postcode

Are the premises in sole occupation?

If No, please give full details of all other occupants

### Construction Heating and Occupation

Are the buildings of standard construction (constructed of brick, stone or concrete and roofed with slates, tiles, concrete metal or asbestos). Heated by low pressure hot water or steam oil fired space heaters fed from a fuel tank in the open, overhead gas or electrical appliances. Occupied for the sole purpose of The Business and otherwise only as a private dwelling?

If No, please give full details

Number of storeys

Age of building

years

Electrical system inspected in the last 5 years and certified IEE (or equivalent) compliant?

### Fire precautions

Fire alarm

Fire extinguishers to LPC scale

Nearest Full-Time Fire Brigade

Sprinkler

If Yes, give details:

### Security precautions

Intruder Alarm

Alarm type

Is alarm under maintenance contract?

Police response

Other security, please tick:

CCTV

Grilles

Bars

Shutters

Other

Give details

### General

Are the premises in a good state of repair?  If No, give details

Are the premises in an area previously affected by flooding or at risk of flooding?

If Yes, give details

Is the building located:

Near a seafront or on a promenade

Near a cliff or other exposed area

Near a lake, reservoir or dam

Near a watercourse, canal or dam

If Yes to any of the above, give details

Any portion of the premises partly unused/unfurnished/unoccupied?  If Yes, give details

	Sum Insured
Buildings incl landlords fixtures & fittings, outbuildings, walls, gates and fences.	£
Tenants improvements and decorations	£
Fixtures Fittings / All Other Contents	£
Stock and materials in trade	£
Stock of Wines / Spirits	£
Artistes personal property being used in connection with the Business: @ Premises / UK / EU / Worldwide (please select)	£
Set, staging, props, wardrobe, musical instruments, tools and all other theatrical equipment excl Electronic Equipment at	
Your premises only	£
Anywhere in the UK	£
Anywhere in the EU	£
Anywhere in the World	£
Sound, lighting, video, photographic, projection and all other theatrical Electronic Equipment at	
Your premises only	£
Anywhere in the UK	£
Anywhere in the EU	£
Anywhere in the World	£
Computer & All other electronic Office equipment at	
Your premises only	£
Anywhere in the UK	£
Anywhere in the EU	£
Anywhere in the World	£
Ip hones / Mobile Phones the property of the policyholder only @ Premises / UK / EU / Worldwide (please select)	£
(Other please specify) <input type="text"/>	£
(Other please specify) <input type="text"/>	£
(Other please specify) <input type="text"/>	£

Additional Contingencies:

Subsidence

Other  please specify

(If subsidence is selected, please answer the following questions. Please also note that a subsidence questionnaire may need to be completed)

Has the property or any adjacent property previously suffered damage from subsidence, heave or landslip?

Does the building have any visible signs of cracking?

Is Terrorism cover required:

### Computer Increased Cost of Working

Do you require cover for Increased Cost of Working?

If YES, please confirm the sum insured you require

### Computer Reinstatement of Data

Do you require cover for Reinstatement of Data?

If YES, please confirm the sum insured you require

Please give specific details of additional security measures in place to protect your computer equipment such as entrapment devices or security cabling

## Money and assault

### Money

Stamped national insurance cards, crossed cheques, crossed giro cheques, crossed money orders, crossed postal orders, crossed bankers drafts, crossed warrants, national savings certificates, premium savings bonds, franking machine impressions, credit company sales vouchers and VAT invoices:

Estimated own annual carryings

How often is money banked?

How many people accompany each transit?

### Carryings by a security company

Is cover required?

Estimated annual carryings by a security company

Limit any one loss

### Money at Home

Money at home of authorised persons

### Money in safe out of business hours

Type of safe	Limit of cash in safe
	£
	£
	£

Money at home of authorised persons

Money on the premises, during business hours

Money outside safe, out of business hours

### Any other loss of money / in Transit

## Assault

Standard amount cover £10,000 (for death, total and permanent loss of sight in one or both eyes, loss of one or more limbs, any other total and permanent disablement which, after 24 months of Bodily Injury, prevents the Insured Person from pursuing any occupation) /£100 per week (total disablement within 24 months) /£50 per week (partial disablement within 24 months)

## Glass

Is cover required for all fixed internal and external glass including sanitary fittings and window and door frames at the premises

## Frozen foods

Is maintenance agreement in force?

If No, do the units have airtight sealed motors and compressors?

Description of unit	Year of manufacture	Sum Insured
		£
		£
		£
		£
		£

## Revenue Protection

### Business interruption

Basis of cover:

Loss of Revenue Indemnity Period  months Sum Insured £

Increased Cost of Working Indemnity Period  months Sum Insured £

Additional Increased Cost of Working Indemnity Period  months Sum Insured £

### Loss of licence

Sum Insured £

Has there ever been any opposition to the grant, renewal or transfer of the licence?

If Yes, give details

Is there any intention to apply for the transfer of licence in the next 12 months?

If Yes, give details

Have you, the licence holder ever had an application refused?

If Yes, give details

# Legal Liabilities

## General

### Risk assessment

Have all the required risk assessments been carried out and recorded

When was the last risk assessment carried out

DD/MM/YYYY

### Training

Please give details of what the health and safety training is given to employees

Is training recorded

### Workplace inspections

Is there a system for the inspection of all parts of the workplace on a regular basis in order to identify defects and hazards and to ensure any corrective actions is taken

How often are inspections carried out?

## Employers' liability

Indemnity limit

£10,000,000

Employer Reference Number

If no ERN are you exempt?

### Employee wage breakdown

#### Description

#### Wageroll

#### No of Employees

Clerical and Non-Manual

£

Performers, technical and all other staff

£

Freelance staff

£

## Public and products liability

### Public Liability/Products Liability

Indemnity limit

£

Estimated Turnover (next 12 months)

£

Excluding grants

Estimated Grants (next 12 months)

£

Do you use any hazardous acts, aerial work, hazardous substances, animals, explosives, firearms, toxic chemicals, gas, asbestos, radioactive substances, pyrotechnics T2 category or other materials giving rise to dust fumes or vapours?

If yes please give details:

# Employee Benefits

## Personal accident

Has any person now proposed suffered any accident (other than trivial) or any serious illness over the last five years?

If Yes, please give details

(Cover is only available to certain ages in good health, bodily and mentally, and free from physical defect or infirmity)

## Contingencies

1. Death
2. Total and permanent loss of sight in one or both eyes and/or total and permanent loss of hearing in one or both ears
3. Loss of one or more limbs
4. Any other total and permanent disablement which lasts without interruption for more than 12 months from the date of the accident and prevents the Insured Person from pursuing any occupation
5. Temporary total disablement which prevents the Insured Person from pursuing their normal occupation
6. Temporary partial disablement which prevents the Insured Person from pursuing a substantial part of their normal occupation.

## Unnamed Employees

Standard basis of cover:	Contingencies 1, 2, 3 and 4	1 x Annual wage
	Contingency 5	Weekly wage
	Contingency 6	50% of weekly wage

Cover restricted to accidents of occupation only

Maximum  
Number

Est Annual Wages, Salaries  
and Other Earnings

Clerical Staff/Managerial (Non Manual Labour)

£

Manual Work

£

## Annual business travel

Please note that this section will not provide cover if a person is travelling against the advice of a medical practitioner.

Please confirm the number of trips to each of the following areas for the period of insurance. Note 5 persons travelling to Europe is 5 trips.

United Kingdom

Europe

United States of America and Canada

Rest of the World

Do you have any business trips planned to a disturbed area

(A disturbed area is that defined by the Home Office deemed unsafe to travel to)

If YES, please specify destination



## Marine cargo

Standard Limit for any one vessel / aircraft / road and or rail conveyance £100,000

Is a higher limit required:  If yes please state limit required

Please confirm the number of trips per annum including cross voyages:

Note: This section is required when equipment is travelling separately to the insured ie by haulier or Freight Forwarded.

Definition of trips including Cross Voyages: A trip is defined as a movement of goods from one country to another for example UK to France then to Spain and back to UK is 3 trips.

Additional information