



Rotary Event Insurance Referral Form

This checklist must be completed for any event which is not automatically covered under the RIBI Liability Insurance.

Rotary Club of:	District:
Contact name:	Address:
Email:	
Telephone:	

Full details of planned activity or event:

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

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:

Please provide a copy of risk assessments that have been undertaken. A risk assessment form is available to download [here](#) if required.

Is cover required for Cancellation and Abandonment Insurance (including Adverse Weather) – Cover will need to be arranged 28 days prior to the event.	YES/NO
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
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:	YES/NO
Do you require cover for any equipment borrowed or hired for the event? If yes, then please provide the following details: Description of equipment: Replacement cost of equipment: Security measures of left overnight: Dates cover is required:	YES/NO
Is additional money cover required over and above the standard RIBI limits (please refer to the insurance guide). If yes, please give full details of the limits required and procedures for the transit and where money will be kept until it is banked.	YES/NO
Has your club been asked to sign any agreement for this event? Please see guidance note below:	

Signed:	Office:
Print name:	Date:

When complete this form should be sent to:

Bartlett Insurance Brokers
Broadway Hall
Horsforth
Leeds, LS18 4RS
Facsimile Number: 0113 258 5081
E-Mail: RIBI@bartlettgroup.com

GUIDANCE

Has your club been asked to sign an agreement for the event?

RIBI takes out public and products liability insurance up to an annual limit of £20m any one claim for public liability and in the aggregate for products liability. This policy indemnifies RIBI and its clubs for legal liability to pay damages arising out of accidental injury to any person and accidental damage to third party property. This policy only covers activities listed in the RIBI insurance guide, which is available under the members section of the RIBI website.

Please note that the policy does not cover contractual liability. This means that any liabilities you assume in the contract agreement beyond those arising at common law or under statute, would not be covered by your insurances. As you will appreciate, as insurance brokers we are not qualified to comment on the wider implications of a contract, including any potential liabilities you may be assuming in this regard. We would recommend legal advice is obtained where necessary.

As per the RIBI insurance guide, you must ensure that any organisation or group supplying a service for RIBI or taking part in a RIBI event hold a valid public/ products liability insurance policy.