



EVENT CHECKLIST

This form should be completed, then forwarded to Miles Smith (for the attention of lionsclub@milessmith.co.uk) where clubs are organising events and it is anticipated that the attendance will be over 1000 people or more than 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 Miles Smith

Miles Smith Insurance Group, 6th Floor, One America Square, 17 Crosswall, London EC3N 2LB

Tel – 020 7977 4800 E-Fax – 020 7692 4651 email – lionsclub@milessmith.co.uk

Lions Club..... District 105

Contact Name.....

Address.....

..... Post Code.....

Email..... Tel.....

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

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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.....

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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:

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First Aiders All Lions First Aiders must be Disclosure and Barring Scheme checked before they can act as such. This is a requirement of the Protections of Freedom Act 2012.

Has a full risk assessment been undertaken?

What were the key risks noted?

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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 up to £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.

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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 / /

