## Event Insurance Advice Sheet

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| **Part A – Event Details** |
| Officer Name: |   |
| Name of Event: |   |
| Type of Event: |   |
| Location of Event: |   |
| Date(s) of Event: |   | To |   |
| Event Times: |   | To |   |
| Expected No. of Patrons at any one time at the event: |   |
| Expected No. of Patrons over the duration of the event: |   |

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| **Part B – Performer Details (if applicable)** |
| Performers Name: |   |
| **Description of Performance:** |
|   |
| No. of Performers: |   |
| **Will your performance activities include: *(if yes is the answer to any of the questions below, please attach details)*** |
| Audience participation with the use of fire, sporting, hazardous or dangerous activities? | [ ]  Yes [ ]  No |
| Fireworks or pyrotechnics? | [ ]  Yes [ ]  No |
| Use of animals? | [ ]  Yes [ ]  No |
| Use of fire? | [ ]  Yes [ ]  No |
| Use of amusement rides or devices? | [ ]  Yes [ ]  No |
| Running of workshops? | [ ]  Yes [ ]  No |

Please attach all copies of certificates of currencies and any other important documents.