



## Advanced Insurance Consultants Ltd

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### Theatre/Cinema & Playhouse Proposal Form

#### General Details

|  |      |
|--|------|
| <b>Name</b>                                      |      |
| <b>Address</b>                                   |      |
| <b>Types of Typical Acts</b>                     |      |
| <b>Number of years trading?</b>                  |      |
| <b>Website</b>                                   | www. |
| <b>Opening Hours</b>                             |      |
| <b>What is your Employers Reference Number?*</b> |      |

*\*The ERN is also commonly referred to as 'Employer PAYE Reference'. This is the reference number provided by HM Revenue and Customs (HMRC) under which the employees' income tax and NI contributions are recorded. The number is specific to all businesses that employ staff who are individually paid more than £503 per month. The ERN can be obtained from mandatory HMRC documentation, including P45, P60, P11/D and most payslips.*

#### Buildings

|  |   |
|--|---|
| <b>Type</b><br>(e.g. detached / warehouse / mid-terrace)                   | <b>Construction</b><br>(E.g. brick/timber, pitched tiled/flat felt roof?) |
|  |   |
| <b>What year was the property built?</b>                                   | <b>Building Sum Insured</b> if Required                                   |
|  | £   |
| <b>Location of Venue?</b> (Town Centre/Above Shops/Residential Estate/Etc) |   |

#### Contents & Stock

|   | <b>Sums Insured</b> | <b>Description (if any)</b> |
|---|---------------------|-----------------------------|
| <b>Office Contents excl Computers</b>                         | £                   |                             |
| <b>Computers &amp; Electrical Equipment</b>                   | £                   |                             |
| <b>General Contents</b>                                       | £                   |                             |
| <b>Stage Equipment Technical</b><br>(Lighting/Sound/Camera's) | £                   |                             |
| <b>Stage Equip</b> (props/scenery etc)                        | £                   |                             |
| <b>Fixtures &amp; Fittings</b>                                | £                   |                             |
| <b>Tenants Improvements</b>                                   | £                   |                             |

|  |       |  |
|--|-------|--|
| <b>Money</b> (Higher values can be given if safe installed.) | £3000 |  |
| <b>Stock – Food &amp; Non Alcoholic Drinks</b>               | £     |  |
| <b>Stock – Alcohol</b>                                       | £     |  |
| <b>Stock – Gifts/Clothing/Etc.</b>                           | £     |  |

**Additional Information**

|   |  |
|---|--|
| <b>What is the maximum capacity of the venue?</b>   |  |
| <b>Are Celebrity Performers contracted?</b><br>(If so please give examples)                         |  |
| <b>Does any employee engage in aerial work, animal turns, fire juggling, acrobatics or dancing?</b> |  |
| <b>Does any employee or performer use any hazardous substances?</b>                                 |  |
| <b>Are your door stewards your own employees or agency provided?</b>                                |  |
| <b>Are all door staff vetted and approved and also first aid trained?</b>                           |  |
| <b>Do you have a designated smoking area, if so where?</b>  |  |

**Security** – Standard Minimum Warranties normally apply from insurers which include 5LMDL on all external doors plus key operated window locks on all accessible windows, please confirm that you will comply **YES/NO**

**Alarm** - Do you have an alarm system – if so please complete the following:

|                      |   |
|----------------------|---|
| <b>Type of Alarm</b> | (E.G. Bells Only/Central Station to Alarm Company/DIY Installed/Other – please specify) |
| <b>Maintenance</b>   | Is the system under a 12 month maintenance contract with the installer – <b>YES/NO</b>  |

**Additional Security Questions**

|   |  |
|---|--|
| <b>Is there a sprinkler System?</b>   |  |
| <b>Is there a fire alarm fitted to the premises?</b>  |  |
| <b>Do you have CCTV in operation?</b> If so please specify which parts of the club are covered and the type of recording ie 24hr loop |  |
| <b>Do you have roller shutters fitted to all accessible doors and windows?</b>  |  |
| <b>Do you have any other security measures you would like to have considered for discounts on premiums?</b>                           |  |

### Staff / Wages & Turnover

|                        |   |
|------------------------|---|
| <b>Annual Turnover</b> | £ |
| <b>Gross Profit</b>    | £ |

| <b>Type of Staff</b>   | <b>No. Employed</b> | <b>No. Self Employed*</b> | <b>Annual Total Wages</b> |
|------------------------|---------------------|---------------------------|---------------------------|
| <b>Directors</b>       |                     |                           | £                         |
| <b>Bar Staff</b>       |                     |                           | £                         |
| <b>Security</b>        |                     |                           | £                         |
| <b>Stewards</b>        |                     |                           | £                         |
| <b>Vendors</b>         |                     |                           | £                         |
| <b>Other – Specify</b> |                     |                           | £                         |

\*Only persons with their own separate insurance for Public Liability will be deemed to be self employed, without this cover the individual should be simply deemed as an employee

|                            |  |
|----------------------------|--|
| <b>Public Liability</b>    | £2 Million (Specify other sum insured if so required)  |
| <b>Products Liability</b>  | £2 Million (Specify other sum insured if so required)  |
| <b>Employers Liability</b> | £10 Million (Specify other sum insured if so required) |

### **Business Interruption** – (12 Months Indemnity Period unless stated otherwise)

You can either insure for the full gross profit of your business following a loss, or just cover the expenses incurred for re-establishing the business at alternative premises which is normally a cheaper option – we can easily quote for both options if you so wish, just ask.

|   |   |
|---|---|
| <b>Loss of Revenue (Gross Profit incl Wageroll)</b> | £ |
| <b>Increase cost of Working</b>                     | £ |
| <b>Loss Of Licence</b>                              | £ |

### Previous Insurance

|               |                                   |
|---------------|-----------------------------------|
| <b>Claims</b> | Detail dates/circumstances/costs. |
|---------------|-----------------------------------|

|                               |  |
|-------------------------------|--|
| <b>Insurance Renewal Date</b> |  |
| <b>Present Insurer</b>        |  |
| <b>Current Premium Paid *</b> |  |

\*We understand you may be reluctant to advise this information, this does greatly assist ourselves when negotiating with several insurers at a time, it is not used to marginalize any

discounts we may be able to gain on your behalf – we know the bigger the saving we make you the more likely we are to win your business.

#### Declaration

*I/We declare that to the best of my/our knowledge and belief, the above statements made by me/us are true and complete and this proposal shall form the basis of the contract between me/us and the insurance underwriters.*

It is your duty to disclose all information that might influence the insurer in deciding whether or not to accept the risk, the terms of the policy and the premium to charge. Your duty of disclosure exists both before the contract commences and throughout the duration of the contract.

Failure to disclose all material facts may render the insurance void from inception (the start of the contract) and entitle the insurer to repudiate liability (not pay your claims)

If you are unsure if a fact is material you must disclose it. We are happy to provide you with further guidance if you contact us.