

**Section 1: Client Details**

Name of Village or Community Hall			
Address of Hall			
		Postcode	
Contact name			
Correspondence Address			
		Postcode	
Telephone number		E-mail address	
Year Established		Is the organisation a registered charity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so what is the charity number? (if known)			

**Section 2: Construction**

Construction of Building	Brick or Stone/Slate or Tile <input type="checkbox"/>			Other (Please provide details overleaf) <input type="checkbox"/>
Is there an alarm fitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approximate year Hall built	
If so type of alarm signalling (e.g. external bell)				
Is there an annual maintenance contract with an NSI or SSAIB approved company?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Approximate percentage of roof which is flat?	None <input type="checkbox"/>	0-20% <input type="checkbox"/>	21-50% <input type="checkbox"/>	51-100% <input type="checkbox"/>
Construction of flat roof	Concrete <input type="checkbox"/>	Felt on Timber <input type="checkbox"/>	Other (Provide details on back page) <input type="checkbox"/>	
Is there any history of flooding of the premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
If so, how far away is the nearest water course?				
Please provide details of any playing field or play area for which you are responsible				
<i>If the construction of the Hall is timber, please provide a photograph (If available)</i>				

### Section 3: Sums to be Insured

Buildings	£	Wines & Spirits and Cigarettes & Tobacco	£
Outbuildings	£	Other Bar Stock	£
Computers and Electronic Equipment	£	Other Contents	£
Items used away from the premises (e.g. laptop, computers, marquees)	£	Maximum single article limit	£

Money cover is automatically included at a sum insured of £2,000

Subsidence cover is normally included automatically. If you do not require this cover or if the building has suffered subsidence, please tick this box

Public, Products and Property Owner's Liability are automatically included at a £5m limit  
 Cover will normally include Public Liability for non profit-making hirers  
 Employers' Liability is included for employees and volunteers at a £10m limit

### Section 4: Committee Details & Activities

Number of committee members/trustees			
Maximum number of additional volunteers			
Number of employees			
Duties of employees			
Total annual income, including revenue from hiring	£	Annual wage roll	£
Do you require Personal Accident cover for committee members?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require Trustees Indemnity cover? <i>If so please answer the following 2 questions:</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Indemnity Limit	£100,000 <input type="checkbox"/>	£250,000 <input type="checkbox"/>	£500,000 <input type="checkbox"/>
Do the assets of the organisation exceed £2.5m?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Activities arranged by Committee			
Activities arranged by Hirers			
Committee Activities undertaken away from Hall & maximum attendance of these events			

## Section 5: Previous Insurance

Present Insurer			
Approximate premium		Renewal date	
Where did you hear about Norris and Fisher?			
Have you made any claims within the last 5 years?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please provide details, dates and approximate costs of any incidents			
Further Details if appropriate			

Please send this form to Norris & Fisher  
and a quotation will be provided as soon as possible.

**Fax:** 01794 519111

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[www.norrisandfisher.co.uk](http://www.norrisandfisher.co.uk)  
[www.villagehallinsurance.co.uk](http://www.villagehallinsurance.co.uk)

Norris & Fisher (Insurance Brokers) Ltd are authorised  
and regulated by the Financial Services Authority.  
Our register number is 303993.