

## Section 1: Contact Details

Name of Village or Community Hall

Address of Hall

Postcode

Title

Contact name

Correspondence Address

Postcode

Telephone number

E-mail address

Year Established

Is the organisation a registered charity?

Yes  No

If so what is the charity number? (if known)

## Section 2: Construction

Construction of Building

Brick or Stone/Slate or Tile

Other (Please provide details below)

Approximate year Hall built

Do you hold a Hallmark Award?

Yes  No

If so at what level?

Level 1  Level 2  Level 3

Approximate percentage of roof which is flat?

None

0-20%

21-50%

51-100%

Construction of flat roof

Concrete

Felt on Timber

Other (Provide details above)

Are your premises within 500 metres of a watercourse?

Yes  No

If so, is there any history of flooding at the premises?

Please provide details of any playing field or outdoor play equipment for which you are responsible

### Section 3: Sums to be Insured

|   |   |                              |   |
|---|---|------------------------------|---|
| Buildings, including outbuildings                                   | £ | Bar Stock                    | £ |
| Outdoor play equipment  | £ | Property belonging to hirers | £ |
| 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 £2,500

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 also includes Public Liability for non profit-making hirers of your premises. 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

If you are aware of any bankruptcies, CCJs or criminal convictions (other than motoring) in respect of any trustee or committee member then please provide details.

Total annual income, including revenue from hiring £ Annual wage roll £

Of the total annual income, what approximate percentage is from alcohol sales? %

What is your Employer Registration Number? (If you have one)

Do you require Personal Accident cover for committee members? Yes  No

Trustees Indemnity cover is normally included at a limit of £100,000. If you require a higher limit please indicate this in the appropriate box: £250,000  £500,000

Do the assets of the organisation exceed £2.5m? Yes  No

Activities arranged by Committee

Activities arranged by Hirers

Committee Activities undertaken away from Hall & maximum attendance at these events

## Section 5: Previous Insurance

Present Insurer

Approximate premium

£

Renewal date

Where did you hear about Norris and Fisher?

Have there been any claims or incidents within the last 5 years?

Yes

No

If so, please provide details, dates and approximate costs of any incidents

Please use this box, where appropriate, to elaborate on construction details, claims or anything which may be unusual about your hall or its use

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



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

Norris & Fisher (Insurance Brokers) Ltd are authorised  
and regulated by the Financial Conduct Authority.  
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