



## NOTIFICATION OF EVENTS FORM - INSURANCE

The Federation of Parents and Citizen's Associations of New South Wales is committed to assisting you to prepare and plan a successful event. The form is designed to gather information; to ensure that all the statutory and legislative requirements involved for your event are in place, while protecting the surrounding area and ensuring public safety.

All applications will be individually assessed to determine whether an extra premium may be charged. Please do not assume your event has been approved until you receive confirmation.

Please advise the Federation at least 14 days prior to the event.

### 1) General Information

Name of School

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Address of School:

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Location of event:

Date of Event:

Event time: From:

To:

Description of Event:

### 2) Event Organiser Details

Contact Name:

Telephone Number: Mobile:
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Email:
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### 3) Certificate of Currency (Public Liability Insurance)

All Vendors/Exhibits/contractors/others MUST provide a Certificate of Currency covering the dates of the event and showing Public Liability Insurance with at least a minimum of \$10 million cover. In the case of Fireworks Displays, a copy of the Operator's Certificate of Currency must be sent to Federation's office with this form.

### 4) Risk Management

When planning an event consideration must be given to public safety. You are required to provide a risk management plan that includes provision for emergency services, security, first aid and evacuation plans in case of an accident or an emergency.

### 5) First Aid

First aid services are critical to any major/minor public event. There should be a standard level of care provided by first aid teams at your event.

### 6) Traffic Management, Road Closures and Parking Provision

If yes, please check with your local council for a detailed traffic management plan.

### 7) Food Preparation: Please ensure that you comply with the relevant parts of the national standards code.

Are you planning on selling/providing food?	Yes/No (Please circle)	What category of caterer are you using for this event?	Professional Company/Individual/Community Group (please circle)
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Are you planning to sell alcohol	Yes/No (Please circle) If yes, please ensure that you apply for a liquor licence.
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### 8) Fireworks

Are you planning a firework display	Yes/No (please circle)
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### 9) Rain Insurance (Pluvius)

Do you require Rain cover?	Yes/No (please circle)
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**If yes, please provide the following information:**

- Hours of coverage (i.e. 9.00am to 1.00pm)
- Sum Insured (maximum cover offered is \$10,000)

**Note: Premium must be paid in full 14 days in advance**

## 10) Money Insurance

Do you require cash insurance	Yes/No (please circle) If yes, how much: \$
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## 11) Infrastructure

To ensure compliance with Health & Safety Regulation it is the responsibility of the event organiser to make sure adequate facilities available at the event site.

Have you organised rubbish bins? Yes/No (Please circle)
Has toilet cleaning been arranged? Yes/No (Please circle)
Evening function – is there adequate lighting? Yes/No (Please circle)

## 12) Do you have Personal Accident Insurance to cover your Volunteers?

Yes /No (please circle)

Please provide your ABN:

**Is there anything else you would like to request? – Is there anything else you would like to tell us that may be important?**

**A tax invoice will be issued subject to acceptance of cover. Please attach your payment together with a copy of the tax invoice and return to the Federation of P&C Associations of NSW within 7 days of issue.**

**Please contact Federation's Insurance Manager at least 2 weeks prior to the event, to arrange your insurance extension.**

**Note: Permission must be obtained from the School Principal to hold an event/activity within the school grounds. P&C must disclose to the principal details of any activity amusements devices to be used. Approval must also be obtained from the local council.**