**INSURANCE NOTIFICATION OF EVENTS**

**OTHER THAN BIRTHING KIT OR BREAST CUSHION EVENTS**

Please complete and email to **Stephanie Fox** at Arthur J. Gallagher and District Treasurer as above, **two weeks before event.**

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| **BROKER** | **Stephanie Fox**  Account Executive, Brisbane Commercial  Arthur J. Gallagher  Direct: +61 7 3367 5008  Mobile: +61 417 989 677  Fax: +61 7 3367 5100  stephanie.fox@ajg.com.au  [www.ajg.com.au](http://www.ajg.com.au) |
| **POLICY NUMBERS** | Public/Products Liability Insurance  Policy no. GQU188329BPK  Voluntary Workers Personal Accident/Illness  Policy no. 02A030967PAD |
| **CLUB NAME & CONTACT PERSON** (include contact details) |  |
| **NUMBER OF VOLUNTEERS & ATTENDEES** |  |
| **WHEN** |  |
| **WHERE** |  |
| **WHAT TYPE OF EVENT** |  |
| **NOTIFIABLE EVENTS** | |
| **IS ATTENDANCE EXPECTED TO BE MORE THAN 150 PATRONS** (not applicable events such as sausage sizzles unless other notifiable events as below are included) |  |
| **DOES THE EVENT INVOLVE ANIMALS** **AND/OR AMUSEMENT RIDES?** (details to be provided) |  |
| **IS THE CLUB IN CONTROL OF CONTRACTORS**? (particularly contracted Security, Health & Safety and/or other specialised personnel including but not limited to Bouncers, crown control, traffic control staff, riggers, etc) |  |
| **ALCOHOL OR SIMILAR INVOLVED**  Is the Zonta Club directly in control of the service of alcohol or directly in control of the contractors providing the service of alcohol? If the event is at a licensed premise and the premise owners/occupiers are responsible for the service of alcohol, then notification is not required.  **If the answer is “yes” – you must provide details of who is responsible for serving and if they hold a current RSA certificate.** |  |
| **FOOD PROVISION & SERVICE**  Is the Zonta Club directly involved in the provision and/or serving of food where there will be more than 150  attendees?  **If the answer is yes – you must provide details of who is responsible and if they hold a current food safety certificate**  This does not apply to breast cushion of birthing kit assembly days. |  |