

**ABN 35181 681 594**

INSURANCE NOTIFICATION OF EVENTS

**The Insurer requires Clubs to complete this notification when their planned event (other than Birthing Kit and Breast Cushion Assembly Events and Sausage Sizzles) includes any of the Notifiable Events listed on page 2. The Insurer will review the information and confirm cover for the event or otherwise.**

**Email your completed notification two weeks before the event to –**

[laura.billington@ajg.com.au](mailto:laura.billington@ajg.com.au)

cc [lyn.symons@gmail.com](mailto:lyn.symons@gmail.com?subject=)

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| **BROKER - Laura Billington**  Account Executive, Brisbane Commercial,  Gallagher Insurance Brokers  Mobile: +61 418 657 691  Fax: +61 7 3367 5100  [laura.billington@ajg.com.au](mailto:laura.billington@ajg.com.au) | |
| **POLICY NUMBERS**  **Liability Insurance QBE Policy no. 1GQU188336BPK**  **Voluntary Workers Group Personal Accident/Illness AHI Policy no. 5571292** | |
| **CLUB NAME**  **CONTACT PERSON**  **CONTACT DETAILS** |  |
| **EVENT DESCRIPTION** |  |
| **WHEN Date and Time** |  |
| **WHERE** |  |
| **NUMBER OF VOLUNTEERS & ATTENDEES** |  |
| **NOTIFIABLE EVENTS** | |
| **IS ATTENDANCE EXPECTED TO BE MORE THAN 150 PATRONS?** |  |
| **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, crowd control, traffic control staff, riggers, etc) |  |
| **IS 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.** |  |
| **IS FOOD and/or SERVICE PROVIDED?**  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** |  |