



Allied Westminster

Creators of VillageGuard® Village Hall Insurance

To receive a quotation you can **EITHER** print and complete the following form in ink, and then post it to: **Allied Westminster, Allied House, Holgate Lane, Boston Spa, LS23 6BN - OR you can open, complete and save it in PDF format, and then email it to us at: insurance@alliedwestminster.com. For best results, use Adobe Acrobat to open and complete the form. Do not complete it in a browser or data will be lost.**

Please ensure that all information provided is correct. When we put a Village Hall on cover we always confirm the exact details/options, and itemise them for the sake of clarity, thus allowing you to keep all the details on your files.

Data Protection & Privacy - For the purposes of the Data Protection Act 1998, and The General Data Protection Regulation (GDPR) effective from 25 May 2018 onward, the Data Controller in relation to any personal data you supply is Allied Westminster (Insurance Services) Ltd. We've updated our privacy notices to reflect the new, and strengthened, rights in relation to your personal data, and the legal grounds for using it under GDPR. The notices are effective from 25 May 2018 onwards.

Sensitive Data - In order to assess the terms of the insurance contract or administer claims that arise, the insurer may need to collect data that the Data Protection Act and/or GDPR defines as sensitive. By proceeding with this quotation, you will signify your consent to such information being processed by the insurer or its agents. If you give Us consent to use sensitive personal information (e.g. non-spent criminal convictions) you are free to withdraw this at any time by contacting Us. Please note that if consent to use information is withdrawn then We may not be able to continue to provide the insurance policy or process claims and We may need to cancel the policy.

* Required information

Village Hall Contact (Name): *

Contact telephone number/s: *

Contact email address:

Contact correspondence address: *

Full name of the Village Hall: *

Full name of the legal body responsible for the Village Hall: *

Village Hall Address: *

Village Hall Postcode: *

Type of Organisation *

- Recognised Charity Applying for Charity Status Registered Charity
 Limited by Guarantee Charitable Incorporated Organisation Voluntary Organisation
 Not-For-Profit Company/Organisation

Charity Number: *

Details of Regular Hirers: *

Is any part of the property, including outbuildings, let to a third party on a long term basis? * Yes No

If Yes, please provide more details below: (What part of the hall is let? Is the let part self-contained? Who are the tenants? What is the length of the tenancy?)

List Village Hall Organised Activities, Events and Functions in and away from the Hall (please confirm which are away from the hall): *

Has the Village Hall ever been declined or refused insurance or had any additional terms imposed? (If Yes, please provide details in the box at the end of this form.) *

Yes No

Have you or any Trustees or Officers of the Village Hall ever been convicted of or charged (but not tried yet) with any offence other than driving offences? Convictions regarded as spent by virtue of the Rehabilitation of Offenders Act 1974 do not need to be disclosed. (If Yes, please provide details in the box at the end of this form.) *

Yes No

Is the Village Hall (including any outbuildings) currently undergoing renovation or construction work or will be in the next 3 years? (If Yes, please provide details in the box at the end of this form.) *

Yes No

Has the Village Hall ever suffered from flooding or is it in an area with a history of flooding? (If Yes, please provide details in the box at the end of this form.) *

Yes No

Has the Village Hall (including any outbuildings) or any adjacent property ever suffered from, or does it show any visible signs of damage from subsidence, landslip or ground heave? (If Yes, please provide details in the box at the end of this form.) *

Yes No

Have you ever had a claim for arson?

Yes No

Is the Village Hall (including any outbuildings) in a good state of repair and will it be so maintained? (If no, please provide details in the box at the end of this form.) *

Yes No

Do you own the Village Hall? * If you do not own the Village Hall, more info? *

Yes No

Do you currently comply with all the relevant Health & Safety Laws and Regulations (i.e. No Smoking, Fire Safety Regulations, etc.)? (If No please provide details in the box at the end of this form) *

Yes No

Are all electrical circuits at The Premises tested at least every five years by an approved contractor and any defects found rectified immediately? (If no please provide details in the box at the end of this form) *

An approved contractor must be a member of an appropriate UKAS nationally accredited third-party inspection body for companies able to perform independent inspection and testing in accordance with the IET regulations.

Yes No

Do you have a key safe?

Yes No

Claims and/or losses over the past 5 years whether insured or not? (Please include amounts paid, dates (mm/yyyy) and cause of incidents.) *

Renewal date of existing policy or start date. *

Existing Insurer: *

Existing Renewal Premium:

What Method of Heating Is used at the hall? *

Building Construction: *

- Brick/Stone Walls and Slate/Tile/Metal Roof (Standard)
- Brick/Stone Walls and Felt on Timber Roof
- Timber Construction with Felt on Timber Roof
- Timber Frame Metal Cladding with Slate/Tile/Metal Roof
- Timber Construction with Slate/Tile/Metal Roof
- Part Timber, Part Brick Walls (50/50) with Felt on Timber Roof
- Other- please provide details in the additional details box at the end of this form

If any part of the building roof is flat, please give approximate percentage: *

- No flat roof, or up to 5% 5% to 20% flat roof 20% to 50% flat roof Over 50% flat roof

When was the Village Hall built? *

- 2000 onwards 1980 – 1999 1951 – 1979 1921 – 1950 1850 – 1920 Pre 1850

Is the Hall a listed Building? * (If Yes, please provide the grade.)

What is the rebuild cost of your property? (The building sum insured must be no less than the total rebuild costs.) *

Value of any Solar Panels?

Outbuilding Details. (Please tell us about any outbuildings you have, including year when built, construction type, 'sum insured' and any other useful information such as percentage of flat roof.) *

Village Hall Buildings Excess Required. (£250 is the standard excess, with a premium discount applied if increased and a loading if decreased.) *

- £100 £250 £500 £1,000

Would you like SUBSIDENCE COVER included in your quote? *

- Yes No

Are you responsible for any playing fields, playgrounds or sports grounds? *

- Yes No

Value of out-door playground equipment, if applicable. (If you input a value we will send a questionnaire with your quotation. Cover cannot be provided until we have received a satisfactory questionnaire.)

Sum Insured for Greens and Playing Surfaces, including Tennis Courts & Playground Flooring. (Please note that £2,000 cover is available AT NO EXTRA COST within the standard Buildings Insurance Cover.)

Do you own a ride-on lawnmower? *

Yes No

Do you drive the ride-on lawnmower on public roads? *

Yes No

What is the replacement cost of ALL your contents? (£5,000 contents cover is included as part of the insurance package) *

Do you have any individual Items valued at over £2,000 belonging to the Village Hall? (If Yes, please provide details in the box at the end of this form.) *

Yes No

Do you have any Items belonging to the Village Hall which require cover away from the Hall? (If Yes, please provide details in the box at the end of this form.) *

Yes No

Do you require cover for any Items belonging to third parties? (If Yes, please provide details in the box at the end of this form.) *

Yes No

Do you require cover for Computer & Electronic Equipment? (If Yes, please provide details in the box at the end of this form.) *

Yes No

Do you require cover for any Lamps, Signs or Nameplates valued over £1,000? (If Yes, please provide details in the box at the end of this form.) *

Yes No

Do you require cover for Marquees/Gazebos/Tents? *

Yes No

Are you responsible for a Defibrillator? *

Yes No

Village Hall Contents Excess required (£250 is the standard excess with a premium discount applied if increased and a loading if decreased.) *

£100 £250 £500 £1,000

Employer's Liability - please complete the following three questions:

i. How many Full-time Employees do you have? *

ii. How many Part-time Employees do you have? *

iii. How many Volunteers do you have? *

Public Liability Requirement (Our standard level of cover is £10,000,000.) *

Trustee Indemnity Cover required? *

Not Applicable / Not Required £100,000 £250,000 £500,000

Annual Turnover *:

Legal Expenses Cover Required? *

Yes No

Loss of Revenue Cover Required. (Amount and Indemnity Period if required, otherwise leave unanswered.)

Loss of Rent Cover Required? (Amount and Indemnity Period if required, otherwise leave unanswered.)

Loss of Licence Cover Required? (Amount and Indemnity Period if required, otherwise leave unanswered.)

Employee/Trustee Dishonesty Cover required? *

Yes No

Money Option Required? *

Not Required £1,000 £2,000 £3,000 £4,000 £5,000

Personal Accident Cover Required (Not to be confused with Public or Employers' Liability) *

[One unit provides cover for Accidental Bodily Injury with the following benefits:

- £5,000 in respect of death, permanent loss of sight or hearing, permanent loss of limbs
- £50 a week Temporary Total Disablement
- £25 a week Partial Total Disablement

Cover is available for Managing Charity Trustees, Holding Trustees, Custodian Trustees or Representative of the Management Committee aged 85 or under whilst engaged in activities or undertaking duties on behalf of the Hall.

None 1 Unit 2 Units 3 Units 4 Units
 5 or more units – please provide details in the additional details box at the end of this form

Terrorism Cover Required?

Yes No

Does the hall have any mechanical equipment such as a Lift, Industrial Boiler or Wind Turbine?

Yes No If Yes, please specify _____

Is your Village Hall a member of a Consortium of Halls in your area? If so, what is the name of the Consortium? (Numerous consortia/associations qualify for a 'group discount')

Hallmark/Keystone status? (We recognise and reward with a with a premium discount those Village Hall management committees who have achieved the Hallmark/Keystone standard.) *

Not Applicable Level 1 Status Achieved Level 2 Status Achieved Level 3 Status Achieved

Would you like to receive a discount for accepting a 3-year long-term undertaking (LTU)? *

Yes No

How did you hear about us?

Promotion Code

Additional details you may like to provide or questions you may want to ask us.

That completes the questions necessary to obtain a quotation for VillageGuard®. You can either stop now and send us the form and we'll provide you with a quotation by return...

OR you can answer the additional questions below to also obtain a highly detailed valuation report that will allow you to accurately assess your sums insured for buildings and property assets, as well as rebuild times to calculate how long your Hall may have to close for repair.

The report is available for a charge of £175, however if you decide to take out your VillageGuard quotation you will be refunded £75, so the overall charge would be £75.

Rebuild Cost Assessment Request Form

PLEASE COMPLETE ALL FIELDS AS FULLY AS POSSIBLE

Date: _____

Hall Website (if applicable): _____

Hall Information

Is it in a conservation area? Y/N _____

Number of floors in Hall: _____

Is there a basement or cellar? Y/N _____

How many toilets (i.e. cisterns) in the buildings? _____

Does any building have a Stage? Y/N If so, details please. _____

Does any building contain Asbestos? Y/N _____

Do you have an up to date Asbestos management plan? Y/N _____

Construction Details

Window frames in Hall (tick as appropriate):

- Metal
- uPVC
- Wood
- Other (Please provide further details) _____

Doors in Hall made of (tick as appropriate):

- Metal
- uPVC
- Wood
- Other (Please provide further details) _____

Floor type and percentage of each throughout all buildings (tick as appropriate):

- Carpet _____
- Vinyl _____
- Wood _____
- Parquet _____
- Ceramic tiling _____
- Other (Please provide further details) _____

Wall finishes and percentage throughout all buildings (tick as appropriate):

- Emulsion paint to walls _____
- Plaster and emulsion _____
- Ceramic tiling _____
- Hardwood panelling _____
- Other (Please provide further details) _____

Hard landscaping (tick as appropriate):

- Car parking (if so, give area and type of surface) _____
- Fencing (if so, give length/height and material) _____
- Walls (if so, give length/height and material) _____
- Other (Please provide further details) _____

Internal facilities (tick as appropriate):

- Bar
- Standard kitchen
- Commercial kitchen
- Sports area & changing rooms
- Other (Please provide further details) _____

Are you able to recover VAT? Y/N _____

Further details where appropriate (Please use this box to give more information about construction details or anything which may be unusual about your hall)

Terms and conditions:

You will be sent an invoice for £175 when the Rebuild Cost Assessment report is ordered. If you choose to proceed with your *VillageGuard* quotation, then you will receive a refund of £75, to be sent 30 days after the policy has inceptioned.

If the surveyors report highlights that you are under-insured, your insurer will expect you to follow the surveyor's advice, unless you can provide evidence that shows the surveyor's assessment is inaccurate (e.g. an alternative RICS assessment survey report).

You have read and understand the *Rebuild Cost Valuation Information* document that was sent with this form.

I have read and understood the above Terms and Conditions

Name of Applicant _____ Date _____