



# Rebuild Cost Assessment Request Form

PLEASE COMPLETE ALL FIELDS AS FULLY AS POSSIBLE

Date: \_\_\_\_\_

AW Ref: \_\_\_\_\_

Name of Village or Community Hall: \_\_\_\_\_

Address of Village Hall: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Town/Village: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Current sum insured on main Hall: \_\_\_\_\_

Current sum insured on other buildings: \_\_\_\_\_

**Hall Information**

Approximate year Hall built: \_\_\_\_\_

Is it a listed building? Y/N \_\_\_\_\_

If yes, what Grade? \_\_\_\_\_

Is it in a conservation area? Y/N \_\_\_\_\_

Number of floors in Hall: \_\_\_\_\_

Is there a basement or cellar? Y/N \_\_\_\_\_

Number of additional rooms available to hire (in addition to Main Hall): \_\_\_\_\_

Does the building have a lift? Y/N \_\_\_\_\_

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

Does any building have a Stage? If Yes, details please. \_\_\_\_\_

Does any building contain Asbestos? Y/N \_\_\_\_\_

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

**Construction Details**

Hall Walls (tick as appropriate):

- Brick  
 Aged/Period Brick  
 Timber Cladding  
 Stone  
 Other (Please provide further details) \_\_\_\_\_

Hall Roof (tick as appropriate):

- Pitched Tile  
 Pitched Slate  
 Flat Timber  
 Flat Concrete  
 Other (Please provide further 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) \_\_\_\_\_

Type of heating system (tick as appropriate):

- Gas
- Oil
- Electric
- Other (Please provide further details) \_\_\_\_\_
- None

Construction details of any Detached Structures for which you are responsible (e.g. portacabin, shed, garage, hut):

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) \_\_\_\_\_

Is there a children's play area? Y/N \_\_\_\_\_

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):**

**Further details continued:**

**Terms and conditions:** By completing and submitting this Rebuild Cost Assessment Request Form I understand that I am requesting a Rebuild Cost Assessment report for which I will be charged the following cost.

1. If I already have an LTU (Long-Term Undertaking) in effect and it has more than 14 months to run, or if I am about to renew, extend or begin an LTU, there will be no charge and the report will be **FREE**. However, I understand that if I do renew, extend or begin an LTU and I fail to maintain it for at least three years, then I will be charged £50 for the report at the time my Village Hall insurance is cancelled.
2. If I opt to renew my VillageGuard policy without an LTU (Long-Term Undertaking), then I understand that I will be sent an invoice for £50, due thirty days after my Village Hall insurance renewal.

I have read and understood the above Terms and Conditions

Signature of applicant \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_