



By the sector for the sector

Community
Underwriting

INSURING EVENTS

Holding an event is an exciting time for any organisation. Events are a great way to bring the community together and, in the case of community organisations, they can be a fantastic way to raise much needed funds.

Unfortunately however, with events comes risk. Accidents do happen and things can go wrong, even at the most meticulously planned event. It's therefore vital that you consider the aspects of insurance and risk management in your event planning process. Below we provide a brief introduction to the type of factors that should be considered.

EVENT INSURANCE

Your organisation's Public Liability insurance policy covers you for the standard activities you undertake as part of your daily operation. For example, if you are a Neighbourhood Centre or Community House, your public liability covers you for the day to day activities of the centre.

But what if you decide to hold an event, for example a fundraising concert or a community market day? It's highly likely that you will require special event cover, to ensure your organisation is properly protected against anything that could happen during the course of the event.

The insurance you require will depend on the nature of your event, however it could include additional cover for:

- Public Liability
- Professional Indemnity
- Property
- Workers' Compensation

It's important that you seek specialist advice from Community Underwriting to find out what cover your event requires.

You should also check with the venue where you are holding your event, to see that they are appropriately insured and to find out if there's any particular insurance they require you to hold in order to use their venue.

Additionally, don't forget to ensure any contractors you engage to help with your event have the insurance required to cover their own activities. You can ask to see proof of their insurance, known as a Certificate of Currency.

EVENT RISK MANAGEMENT

As you are planning your event, it's important for you to carefully consider all the potential risks involved.

This will allow you to develop strategies and put measures in place to minimise the potential for those risks to occur, as well as plan to minimise the consequences in the event of an incident.

The type of risks you face will vary widely depending on the nature of your event, however it could include things such as:

- Loss as the result of money handling
- Equipment failure
- Food poisoning
- Damage to or loss of property
- Personal injury to attendees, staff or volunteers
- Financial risks as the result of poor attendance
- Cancellation due to poor weather
- Security issues as the result of larger than expected crowds

Documenting all the potential risks arising from your event will also allow you to plan your response in case an emergency situation arises.

Have a procedure in place to record any incidents or accidents that occur at your event and make sure everyone working at the event has a clear understanding of how to record incidents.

Visit www.events.nsw.gov.au for general information about organising an event.

Community Underwriting are specialists in charity insurance, not for profit insurance and insurance for community organisations. We offer a range of insurance solutions customised to meet the needs of community organisations, including Association Liability. Contact us today!

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