

## Insurance Referral Form (Event Notification for Insurance Purposes)

Some events, and activities associated with them, are considered particularly hazardous and require our insurer's approval before cover can be considered and confirmed. There is no cover unless Crohn's & Colitis UK has contacted the insurance company and they have agreed to provide cover for a specific event. For those events, please complete this form and return it to the Director of Finance and Corporate Services. (A list of events that require approval can be found online at the Volunteer Resources section: [www.crohnsandcolitis.org.uk/vr](http://www.crohnsandcolitis.org.uk/vr) )

<b>Name and Address of Event Organiser</b>	
<b>Name of Local Network</b>	
<b>Details of other organisations jointly responsible for the event</b> <i>Including details of public liability insurance they may hold</i>	
<b>Full details of the event activities</b>	
<b>Event date(s)</b> <i>Start and finish dates if longer than one day</i>	
<b>Event location</b>	
<b>Details of any contracts, agreements or booking forms to be signed in advance</b> <i>If these refer to liability or insurance please forward copies to the Volunteering Team for approval <u>before</u> signing</i>	

Please return the completed form to:

Director of Finance & Corporate Services  
Crohn's & Colitis UK  
1 Bishops Square  
Hatfield AL10 9NE  
[networks@crohnsandcolitis.org.uk](mailto:networks@crohnsandcolitis.org.uk)