



EVENT INSURANCE REQUEST AFFILIATED GROUPS

NAME OF AFFILIATED GROUP

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MEMBERSHIP NO:

EVENT:

Please tick one of the following boxes to indicate what type of event this is:

- Regular group meeting or committee meeting
 Exhibition, meeting or event open to the public
 Additional event - please return this form by post with a cheque for £10 made payable to 'QGBI'

VENUE: (Exact postal address including Postcode please)

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.....**Postcode**.....

COVER PERIOD: (Include time for set up and take down)

From Date .../.../..... Time **To** Date .../.../..... Time

NAME OF NOTIFIER **M/No:**

SIGNATURE **DATE**/...../.....

You may submit this form by email to admin@quiltersguild.org.uk or post to Administrator, The Quilters' Guild, St Anthony's Hall, Peasholme Green, York, YO1 7PW. If you require an acknowledgement of your request, please include your email address below:

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You must submit this IN10 form with the appropriate completed Risk Assessment form(s) – choose from the following:

- IN11 - Workshops & Demonstrations - Virtual/Online
- IN12 - Talks, lectures & Social Gatherings - Virtual/Online
- IN13 - In-Person activities
- IN14 - Storage and use of Hot Glue Guns
- IN15 - Storage and use of Soldering Irons

Note that if your activity detailed in your IN11 or IN13 Risk Assessment includes either hot glue gun or soldering iron work you must complete the corresponding IN14 &/or IN15 form as well.