**Food Bank Insurance Enquiry Form**

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| Section 1: Contact Details |
|  |
| Name of Organisation |       |
|  |
| Address of Food Bank |       |
|  |
|       |
|  |
|       | Postcode |       |
|  |
| Title |       | Contact name |       |
|  |
| Correspondence Address if different to above |       |
|  |
|       |
|  |
|       | Postcode |       |
|  |
| Telephone number |       | E-mail address |       |
|  |
| Year Established |       | Is the organisation a registered charity?  | Yes [ ]  No [ ]  |
|   |
| If so what is the charity number? (if known)  |       |

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| Section 2: Your Premises |
|  |
| Construction of Building | Brick or Stone/Slate or Tile [ ]  Other (Please provide details below) [ ]  |
|       |
|  |
| Approximate year premises built |       |
|  |
| Approximate percentage of roof which is flat? | None [ ]  0-20% [ ]  21-50% [ ]  51-100% [ ]  |
|  |
| Construction of flat roof | Concrete [ ]  Felt on Timber [ ]  Other (Provide details above) [ ]  |
|  |
| Are your premises within 500 metres of a watercourse?  | Yes [ ]  No [ ]  |
|  |
| If so, is there any history of flooding at the premises? |       |
|  |
| Security within Premises |       |
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| What are your opening hours? |       |
|  |
| Section 3: Sums to be Insured |
|  |
| Buildings, including outbuildings (if required) | £       |  | Food Stock | £       |
|  |
| Computers and electronic equipment | £       |  | Other Contents | £       |
|  |
| Items used away from the premises (e.g. portable devices) | £       | Maximum single article limit | £       |
|  |
| Tenants’ ImprovementsThis will cover damage to any improvements to the floor, wall coverings,ceilings, partitions, air conditioning, fire protection and security | £       |
| Money cover is automatically included at a sum insured of £500If you have buildings cover, subsidence cover is normally included automatically. If you do not require this cover or if the building has suffered subsidence, please tick this box [ ] Public and Products Liability are automatically included at a £5m limit.Employers’ Liability is included for employees and volunteers at a £10m limit |

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| Section 4: Committee Details & Activities |
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| Number of committee members/trustees |       |
|  |
| Maximum number of additional volunteers |       |
|  |
| Number of employees |       |
|  |
| Duties of employees |       |
|  |
| Total annual income | £       |  | Annual wage roll | £       |
|  |
| What is your Employer Registration Number? (If you have one) |       |
|  |
| Do you require Personal Accident cover for volunteers? | Yes [ ]  No [ ]  |
|  |
| Do you require Trustees Indemnity cover?If so at what level? | £100,000 [ ]  £250,000 [ ]  £500,000 [ ]  |
|  |
| Do you require cover for Fidelity Guarantee?If so at what level? | £25,000 [ ]  £50,000 [ ]  |
|  |
| Do the assets of the organisation exceed £2.5m? | Yes [ ]  No [ ]  |
|  |
| Do you require cover for any work away from your premises?e.g. Food collections from retailers/organisations or donation stations |       |
| Section 5: Previous Insurance |
|  |
| Present Insurer |       |
|  |
| Approximate premium | £       | Renewal date |       |
|  |
| Where did you hear about Norris and Fisher? |       |
|  |
| Have there been any claims or incidents within the last 5 years? If so, please provide details, dates and approximate costs of any incidents  | Yes [ ]  No [ ]  |
|  |
| Please use this box, where appropriate, to elaborate on construction details, claims or anything which may be unusual about your organisation or operations |
|  |
|       |

Please send this form to Norris & Fisher
and a quotation will be provided as soon as possible.



www.norrisandfisher.com

Norris & Fisher (Insurance Brokers) Ltd are authorised
and regulated by the Financial Conduct Authority.
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