

## NARPACA INSURANCE PROCEDURE FLOW CHART 2010 / 2011



NARPACA has negotiated an arrangement with AON Insurance to enable performance groups to access one off insurance for special events held in NARPACA venues. Following is information on how to access one off the coverage for special events.

Steps	NARPACA Venue Responsibilities	Hirer Responsibilities	AON Responsibilities	Document Source and size
1	NARPACA Venue supplies the NARPACA Insurance Policy to the Hirer if requested via email.	<p>Applicants should read the policy documents in regards to the coverage available for personal injury and damage to property. (\$10,000,000)</p> <p>The special events must fall under the following categories. Musical concert, dance concert, play, orchestral performance, speech night, fashion parade, review.</p>		<b>NARPACA / AON Commercial Cover Policy 2010</b> (PDF 303kb)
		If opting for the AON Public Liability Insurance proposal the Producer (Performing Arts Group/Venue Hirer) needs to choose the level of insurance (Limit of Indemnity) for their event (please see attached table).		
2	<p>The NARPACA Venue supplies the three forms to the Hirer:</p> <ol style="list-style-type: none"> <li>1. NARPACA Insurance Procedure Flow Chart 2010 / 2009</li> <li>2. Proposal Form (AON Risk Services)</li> <li>3. Limit of Indemnity &amp; Rates Form (NARPACA Public Liability Insurance)</li> </ol>	<p>The Hirer (Producer) fills out an AON Proposal Form indicating the following:</p> <ul style="list-style-type: none"> <li>• Name of Performing Arts Group</li> <li>• Registered Address &amp; email address of the Performing Arts Group &amp; phone</li> <li>• Name &amp; Address of the Event Venue (Situation)</li> <li>• Duration of the Hire Agreement</li> <li>• Limit of Liability</li> <li>• Tick the box that best describes the event to be insured and complete form.</li> </ul>		<p><b>NARPACA Procedures Flow Chart</b> (PDF 36kbs)</p> <p><b>AON Proposal Form</b> (word doc 31kbs or PDF 24kbs)</p> <p><b>Limit of Indemnity &amp; Rates Form</b> (word doc 34kbs or PDF 24kbs)</p>
3		<p>The Hirer (Producer) completes and faxes or emails the Limit of Indemnity &amp; AON Proposal Forms (at the time of booking the venue) to <b>The NARPACA Executive Assistant (Helen McGuire)</b> at:</p> <ul style="list-style-type: none"> <li>• Fax <b>07 5341 8576</b></li> <li>• Email <a href="mailto:ask@narpaca.com.au">ask@narpaca.com.au</a></li> </ul>		

NARPACA Insurance Procedure Flow Chart 2009 / 2010

Steps	NARPACA Venue Responsibilities	Hirer Responsibilities	AON Responsibilities	Document Source and size
4	The NARPACA Executive Assistant forwards the Proposal Form to AON Risk Services and issues a NARPACA Tax Invoice to the Hirer (Producer) via email or fax.			
5			AON Risk Services sends Confirmation of Cover note to the NARPACA Executive Assistant.	
6		<p>On the receipt of a Tax Invoice, the Hirer (Producer) makes payment in full to NARPACA by either:</p> <ol style="list-style-type: none"> <li>1. Cheque Payable to NARPACA and posted to:  <b>NARPACA Executive Assistant</b>  <b>PO Box 3547, Caloundra Q 4551; or</b></li> <li>2. Direct Debit Transfer to:  <b>NARPACA</b>  <b>BSB 084-590</b>  <b>A/C 580 624 708</b>  <b>Reference Hirer's Name</b></li> </ol> <p>Please forward copy of transfer to NARPACA Executive Assistant (Helen McGuire) via email <a href="mailto:ask@narpaca.com.au">ask@narpaca.com.au</a> or fax 07 5341 8576</p>		
7	Once full payment has been received and cleared at the Bank the NARPACA Assistant (Helen McGuire) will forward a receipt and copy of the AON Cover Note to the Hirer (Producer) via email or fax.	<p>The Hirer (Producer) should receive a receipt within fourteen days of making the payment, if not, please contact the NARPACA Executive Assistant, <b>Helen McGuire on:</b></p> <p><b>phone 07 5438 0013 or 0402 586 936</b></p> <p><b>fax 07 5341 8576</b></p> <p><b>email <a href="mailto:ask@narpaca.com.au">ask@narpaca.com.au</a></b></p>		
8			AON supply a tax invoice quarterly to NARPACA which details all Cover Notes issued and services provided.	