To be included in the insurance cover arranged by The Lace Guild the enclosed form should be completed after December 31st and returned before January 31st. Please return by email if possible. If using post, remember to include a SAE if you require confirmation. Any amendments to the information given should be notified to The Lace Guild as soon as possible. **NB:** **All events must be organised by a Lace Guild member and cover will only apply to those events that have been notified to us in advance.**

A Public Liability Certificate is available upon request if required by the venue. (NB: The Lace Guild’s Insurance runs from September to September and there may be a delay in sending an updated certificate to cover the period from the September renewal due to administration procedures, but please be assured that the cover will continue.)

A single application is required for any group or groups you may be representing and any personal activities such as teaching or demonstrating which you are involved in. If you are in any doubt at all as to whether you or your group may or may not be involved in an activity during the year, include it on your return. This should cover the activities and events in which you will be involved and usually only needs the date and venue.

Exhibitions can be notified to The Lace Guild at any time during the year, but we need the details a minimum of 6 weeks before the opening date. Please include the dates and duration of the exhibition, the location/address, security, a list of the items to be covered and their value including the total value of the exhibition. Theft is covered only where there is forcible or violent entry. We always notify our insurers separately of exhibitions to ensure that adequate cover is in place and in some circumstances an additional premium may apply. For 2023, if your group’s Regular Group meetings were insured through The Lace Guild, the Annual Administration cost will be £2.25 per non Lace Guild Member.

The Annual Administration fees for non-members should be paid at the same time as form is returned; This fee can be paid either by bank transfer (Sort Code 60-20-48, Account Number 45771715, fill in “Insurance for Name of Group” in reference box) or by debit card over the phone which might save you having to post a cheque.

If you require library cover (for libraries kept in a locked cupboard at the meeting venue), then you must give an estimated value (NOT for those held privately, which are not insured). The maximum amount insured will be £1000.

Note that there are excesses applicable to claims and you should contact the Lace Guild for information in the event of a claim.

If you require more specific information regarding cover then please contact The Hollies for clarification: office@laceguild.org.

**FORM FOR PERIOD FROM 1ST JANUARY – 31ST DECEMBER 2023**

Name……………………………………………………..….. Membership No…………………

Email address ………………………………………………………………………………………..

Name of Lace Group (if applicable)………………………………...…………………………

**(If a posted acknowledgement of receipt is required please enclose a SAE)**

If you require a certificate to display in your venue, please tick here:

Please complete any relevant categories that you require insurance for during the year. (attach a separate sheet if applicable). **NB: Additional dates / changes must be notified to TLG, with at least 6 weeks notice)**

Number of meetings: Number of non members:

Venue:

Regular Group

meetings

Exhibitions

Date:

Venue:

Date:

Venue:

Displays/

Demonstrations

Term Dates:

Venue:

Classes

Date:

Venue:

Lace Days

Date:

Venue:

Workshops

Libraries **(not held**

Value:

Where held:

**at a private house)**

Please email your completed form to office@laceguild.org or return it by post to

The Lace Guild, The Hollies, 53 Audnam, Stourbridge, West Midlands, DY8 4AE.