

HIRER'S PUBLIC LIABILITY INSURANCE APPLICATION FORM



The purpose of the Hirers Public Liability Insurance is for one off users (not regular users) and is only available to community groups or private non-commercial hirers.

Please select applicable group (see second page for descriptions)

Community Group

Private Hirer

This form must be completed by the hirer and returned to the congregation administrator who is managing the hire. The administrator is responsible to confirm all details are correct, that any additional requirements have been met (including COVID plans) and keep record of all additional requirements on file. This completed form (only) is then to be emailed by the congregation administrator to the Insurance Team **before** the date of the event to insurance@nswact.uca.org.au

Name of Hirer	
Hirer Address	
Event Type	
Date of Event	
Congregation / Entity that is custodian of the property where the event is to take place	
Address of Event	
Signature of Hirer	
Date form submitted	

- No cover will be provided unless the completed application form is received prior to the event.
- An excess of \$1,000 applies to any claim made.
- The sum insured amounts to \$10,000,000.

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Qualifying Groups

- **COMMUNITY GROUP** - An individual or special interest/community group that is running an event of obvious benefit to the community and whose primary concern is not to make a profit, even if selling tickets to cover costs (excluding registered businesses, individual ABN holders, registered not for profit or registered charities)
- **PRIVATE HIRER** - An individual or group utilising the space for personal/social purposes (eg. birthday function, christening, family reunion, social function)
- The purpose of the Hirers Public Liability Insurance is for one off users and not regular users. See below categories that we will not provide cover for under this arrangement unless specifically approved by a member of the Risk & Compliance Team.

Non - Qualifying Groups

- **COMMERCIAL** – It is expected that corporations, companies and registered businesses and ABN holders hold their own public liability insurance and that such a policy should extend/be extended to cover the event for which the hall is being hired. Exceptions may be made for individual ABN holders where public liability insurance is not held or existing public liability insurance cannot be extended to cover the event.
- **REGISTERED NOT FOR PROFIT ORGANISATION** – It is expected that registered not-for-profit organisations hold their own public liability insurance and that such a policy should extend/be extended to cover the event for which the hall is being hired. Exceptions may be made in certain circumstances in the event public liability insurance is not held by the organisation or cannot be extended for the event.
- **REGISTERED CHARITY** – It is expected that registered charities hold their own public liability insurance and that such a policy should extend/be extended to cover the event for which the hall is being hired. Exceptions may be made in certain circumstances in the event public liability insurance is not held by the charity or cannot be extended to cover the event.

For any queries or clarification please contact the Risk & Compliance Team at insurance@nswact.uca.org.au