

## Hirer's Public Liability Insurance Application Form

Hirer's Public Liability Insurance is only available to Community Groups or Private non Commercial Hirers please tick applicable group (see overleaf for descriptions)

Community Groups

Private Hirers

This form must be completed by the hirer and returned to the 'Risk & Insurance' team **before** the date of the event. Email the form to [insurance@nswact.uca.org.au](mailto:insurance@nswact.uca.org.au) ;

<b>Name of Hirer</b>	
<b>Hirer Address</b>	
<b>Event Type</b>	
<b>Date of Event</b>	
<b>Address of Event</b>	
<b>Signature of Hirer</b>	
<b>Date</b>	

- No cover will be provided unless the application form is received prior to the event.
- An excess of \$500 applies to any claim made.
- The sum insured amounts to \$10,000,000.

## **Qualifying Groups**

- **COMMUNITY GROUP.** An individual or special interest/community group who 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 hall for personal/social purposes (i.e. birthday function, christening, family reunion, social function)
- The purpose of the Hall Hirers is for one off users and not regular users and see categories that we will not provide cover for under this arrangement unless approved by a member of the Risk & Insurance Team:

## **Non - Qualifying Groups**

- **COMMERCIAL:** A hirer who is a corporation, company or registered business or ABN holder – “It is assumed 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 made 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. Please contact Risk and Insurance by phone/email to discuss”
- **REGISTERED NOT FOR PROFIT ORGANISATION.** A registered not-for-profit organisation. –“It is assumed 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. Please contact Risk and Insurance by phone/email to discuss.”
- **REGISTERED CHARITY.** – “It is assumed 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. Please contact Risk and Insurance by phone/email to discuss.

For clarification please contact Risk & Insurance Team.