



PROPERTY BOARD - Application for Hirer's Public Liability Insurance

The Uniting Church in Australia's (UCA) Hirer's Public Liability Insurance requires a request (application) for cover and payment of a fee before cover can be considered for Third Parties (Hirers).

The application form and application fee must be received by the Risk and Insurance Services Team at least **5 business days** prior to the event.

The application form must be **completed in full**. Incomplete or late application forms may cause delays and may not be approved.

1. Hirer's Details

Person/Organisation requesting cover:

Contact Name:

Address:

Telephone/Fax:

Email:

2. Date/s of Event:

ALL DATES must be listed

Please attach an additional page if there is not enough space.

3. Type of Event:

(E.g. Concert, Birthday Party, Prayer Group)

4. Description of Event:

5. Location of Event (Hire Venue):

6. Number of attendees:

7. Will food be provided? (Yes/No)

If Yes, who will be providing the food?

If using a contractor, please supply a copy of their Public Liability Certificate of Currency, noting 'The Uniting Church in Australia Property Trust (Victoria & Tasmania)' as an Interested Party.



8. Will alcohol be provided? (Yes/No)

If Yes, who will be providing the alcohol?

If using a contractor, please supply a copy of their Public Liability Certificate of Currency, noting 'The Uniting Church in Australia Property Trust (Victoria & Tasmania)' as an Interested Party.

9. Is the event open to the public? (Yes/No)

10. UCA Venue & Contact

Congregation/School:

Name of Venue Contact Person:

Telephone:

Address:

Email:

11. Application Fee:

Amount Paid:

Date Paid:

Cheque Direct Debit Credit Card

(Refer to Hirer Information below for application fee and payment instructions)

Hirer Information

1. The Uniting Church in Australia is the Policyholder.
2. The UCA policy covers persons or organisations who from time to time make an application to the UCA for the temporary hire of Uniting Church premises and are noted in the UCA records as having requested Public Liability insurance for the duration of the hire.
3. In the event that the hirer already has their own Public Liability Insurance, evidence of this insurance will need to be provided. A Certificate of Currency, noting a minimum of \$5,000,000 cover and with the interests of 'The Uniting Church in Australia Property Trust (Victoria & Tasmania)' noted should be requested from the hirer.
4. The limit of indemnity provided by the policy is \$5,000,000.
5. \$500 excess applies to each and every claim.
6. Cover can be provided up to a **maximum of 15 days per annum**. This policy is not intended for ongoing activities (e.g. weekly, fortnightly).

The application fee charges noted below are applicable for groups involved in passive activities:

Duration	Applicable Fee (incl. of GST)	
	Up to 60 attendees	60 to 120 attendees
1 to 2 days	\$55.00	\$88.00
3 to 5 days	\$88.00	\$132.00
6 to 10 days	\$132.00	\$165.00
11 to 15 days	\$165.00	\$200.00



Larger events and events involving physical or sporting activities will attract a higher application fee.

Where an event does not meet the above pricing criteria, please contact Risk and Insurance Services to clarify and discuss if the policy can be extended to the event organiser.

7. The application fee can be paid by the following methods:

Cheque: Made payable to UCA Synod and posted to the address below.

Direct Debit: Bank: Westpac Australia Bank
Account Name: UCA Synod of Victoria & Tasmania
BSB: 033 157
Account Number: 34 4136
Reference: **Hirers PL (Your, the Applicant's, Name)**

Credit card:

Visa Mastercard

Credit card no:

Expiry Date:

Amount: \$

Signature: _____
(If you are unable to add your signature please type your name)

8. Cover will not be provided unless both the completed application form and applicable fee are received by Risk and Insurance Services at least **5 business days prior to the event**. Once accepted, a receipt will be issued to the email or postal address supplied to the Hirer and UCA contact.

9. All applications and enquiries should be sent to:

Uniting Church in Australia
Risk and Insurance Services
130 Little Collins St Melbourne VIC 3000
Phone: 03 9251 5924
Email: insurance@victas.uca.org.au
Fax: 03 9251 5421

10. Risk and Insurance Services must be notified immediately in the event of any incident that may result in a claim against the policy.

11. If you wish to cancel your event or application prior to the date of the event, the UCA will retain \$30.00 (inclusive of GST) as an administration fee and will refund the remainder of your application payment.

Any advice we provide is general advice only and does not take into account your personal circumstances, including your objectives, financial situation or needs. Accordingly, you should consider your personal circumstances before using any advice provided by us.