



**HIRER'S PUBLIC LIABILITY  
INSURANCE**

The Uniting Church in Australia (“UCA”) requires all people or organisations who hire UCA premises to have Public Liability insurance with a minimum limit of liability of \$20,000,000.

If you already have your own Public Liability Insurance, a Certificate of Currency from your insurer or broker must be supplied to the Church/ Congregation or College prior to your event.

If you do not have your own Public Liability insurance covering your event, UCA has an arrangement with QBE Insurance (Australia) Limited whereby the person or organisation wishing to hire UCA premises can be covered by the QBE Insurance policy.

To be covered by this insurance the person or organisation hiring the premises makes an application to UCA for the hire of UCA premises and requests Public Liability insurance for the duration of the hire.

To apply for this Hirer’s Public Liability insurance, the application form below should be completed and emailed to the UCA Insurance team at email: [insurance@victas.uca.org.au](mailto:insurance@victas.uca.org.au)

Once your application has been accepted, UCA insurance will send you confirmation of the insurance cover and a Certificate of Insurance issued by our Insurance broker Aon Risk Services.

**APPLICATION**

Please complete all sections of this application. This will help us process your application quickly.

<b>1. Hirer’s Details</b> Person or Organisation hiring the venue:	
Contact Name:	
Address:	
Telephone:	
Email address:	
<b>2. Date (s) of Event:</b> If more than one event please list all dates: .	
<b>3. Type/Description of Event:</b> (E.g. Concert, Birthday Party, Prayer Group)	

<b>4. Location of the Venue &amp; Venue Contact Person details</b> ( Name, Phone number and email address;	
<b>5. Number of attendees:</b>	
<b>6. Is the event open to the public?</b> (Yes/No)	
<b>7. Will food and drink be provided?</b> (Yes/No)	
<b>6. If Yes,</b> who will be providing the food and drink?	
<p><b>Note:</b> <i>If a commercial caterer is engaged to supply food and drink the caterer should provide their own public liability insurance. Please supply a copy of their Public Liability insurance Certificate of Currency, noting 'The Uniting Church in Australia Property Trust (Victoria &amp; Tasmania)' as an Interested Party.</i></p>	

Cover can be provided up to a maximum of 15 days per annum. This insurance is not intended for ongoing or recurring activities (e.g. weekly, fortnightly).

All applications and enquiries should be directed sent to:  
UCA Insurance Team  
Email: [insurance@victas.uca.org.au](mailto:insurance@victas.uca.org.au)  
Phone: 03 9116 1995

To avoid disappointment, the insurance application form should be sent to the UCA Risk and Insurance Services Team at least 5 working days prior to the event.

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Hirer Insurance policy details;

1. The insurer is QBE Insurance (Australia) Limited
  2. The Policy number is 42 A392351 PLB
  3. The limit of indemnity provided by this insurance policy is \$20,000,000.
  4. \$1,000 excess applies to each and every claim
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*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.*

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