

**APPLICATION FOR COVER UNDER CASUAL HIRER'S
PUBLIC LIABILITY INSURANCE POLICY**



1. CASUAL HIRER

(Note: Sporting Clubs, Incorporated Bodies & Associations are excluded)

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

2. DESCRIPTION OF THE COUNCIL OWNED FACILITY

3. DATE OF FUNCTION

4. DESCRIPTION OF FUNCTION

5. PLEASE ANSWER THE FOLLOWING QUESTIONS

Estimated number of people attending the function _____

Will an admission fee be charged? Yes / No

Will food be provided? Yes / No

Will alcohol be available? Yes / No

If yes, will it be for sale? Yes / No

(If yes, please provide a copy of Temporary On-Licence Permit)

Have you copies of public liability insurance cover for all contractors,
stallholders, other groups or organisations associated with the
function? **If no, the function shall not proceed.** Yes / No

APPLICANT INFORMATION (to be retained by applicant)

PUBLIC LIABILITY INSURANCE FOR CASUAL HIRERS

All activities on Council facilities i.e. Community Halls, Sporting Grounds etc. are required to be covered by Public Liability Insurance to the value of \$10 million. Evidence of insurance coverage must be provided at the time of booking.

Council can provide public liability insurance coverage to non-incorporated groups and individuals. Council holds a "Casual Hirers" policy to protect against public liability claims arising from the casual hiring of specified Council facilities.

Council's policy only covers "Casual Hirers" - those who hire the same specified facility, such as a community hall, no more than a total of ten days over any twelve month period. So in effect, hirers (apart from those specified below) are covered under the policy in accordance with the terms and conditions of the policy wording.

Important things to bear in mind in respect of this policy include:

- Incorporated bodies, sporting clubs, associations of any kind or profit making / commercial activities are **not** covered under the policy. These types of groups should hold their own liability insurance and provide a certificate of currency prior to hiring a facility;
- \$1,000 excess applies to each and every claim, which is payable by the hirer.
- The insured limit of indemnity is \$10 million.
- The policy only covers hirers of facilities that have been specified to our insurer.

Council must be notified immediately in the event of any incident that may result in a claim against the policy.

An application must be submitted with the applicable fee. Fee can be found in Council's Schedule of Fees and Charges.

INCIDENT NOTIFICATION

IMPORTANT

Please complete and return this form to Council, within 7 days after the function.

Are you aware of any accidents or activities, associated with the function, that should be reported to the insurer? Yes / No

If yes, please provide details.

Signature

Date

Name & Telephone No. _____
(please print)

Council Details			
Address:	Blayney Shire Council	Website:	www.blayney.nsw.gov.au
	91 Adelaide Street, BLAYNEY NSW	Email:	council@blayney.nsw.gov.au
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	PO Box 62 BLAYNEY NSW 2799	ABN:	47 619 651 511