##### UNITING CHURCH IN AUSTRALIA SYNOD OF VICTORIA AND TASMANIA PROPERTY BOARD – Application for Hirer’s Public Liability Insurance

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| 1. Hirer’s details Person/organisation requesting cover: |  |
|  Contact Name: |  |
|  Address: |  |
|  Telephone/Fax: |  |
|  Email: |  |
| 2. Date/s of event:  |  |
| 3. Description of event: |  |
| 4. Location: |  |
| 5. Please answer the following questions: Number of attendees: |  |
|  Will food/alcohol be provided? |  |
| 6. UCA contact: Name: | Rev Peter Batten |
|  Congregation/School: | Northcote Uniting Church - Chalice |
|  Telephone: | 9482 2884 |
|  Address: | 251 High St Northcote VIC 3070 |
|  Email: | admin.chalice@gmail.com |
| 7. Premium: Amount Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Cheque Direct Debit Credit Card  |

(See reverse for applicable premium and payment instructions)

**Hirer Information**

1. This 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.
2. 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 $5m cover and with the interests of ‘The Uniting Church in Australia Property Trust (Victoria)’ noted should be requested from the hirer.
3. The limit of indemnity provided by the policy is $5,000,000.
4. $500 excess applies to each and every claim.
5. Cover can be provided up to a maximum of 15 days per annum. The premium charges noted below are applicable for groups involved in passive activities:

|  |  |
| --- | --- |
| Duration | Applicable Premium (incl. of GST) |
|  | Up to 60 attendees | Up 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 premium. Please contact Risk and Insurance Services to clarify and discuss.

1. Premium 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 Name)

*Credit card:* Should you wish to pay by credit card, please complete the following details:

Circle either Visa or Mastercard

Credit card no:

 Expiry Date

 Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Cover will not be provided unless both the completed application form and applicable premium are received and approved by Risk and Insurance Services prior to the event. Once accepted, a receipt will be issued to the email or postal address supplied to the Hirer and UCA contact.
2. 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 5426

Email: insurance@victas.uca.org.au

Fax: 03 9251 5421

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