



## PROPERTY BOARD - Application for Hirer's Public Liability Insurance

### 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:

---

Congregation/School:

---

Telephone:

---

Address:

---

Email:

---

### 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.

6. 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: \_\_\_\_\_

7. 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.
8. 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](mailto:insurance@victas.uca.org.au)  
 Fax: 03 9251 5421
9. Risk and Insurance Services must be notified immediately in the event of any incident that may result in a claim against the policy.