

# REQUEST FORM



## Community Liability Pack Insurance

At Councils discretion Public Liability Insurance may be provided to any person/group hiring a Council facility, under the conditions of the Community Liability Pack policy, provided through Jardine Lloyd Thompson Insurance Brokers.

**To be eligible:**

- **the person / group must be using a Council facility e.g. hall or recreational reserve**
- **the event must be for a non-commercial / non-profit making purpose:** Clubs, Sporting Bodies, Associations, Corporations and Incorporated Bodies are ineligible.

This service attracts a fee, payable on approval. Payment of that fee is an acknowledgement that the Hirer accepts the conditions as set out in the Notes section of this document, and any Special conditions that may apply.

To apply for coverage, please complete the following:

<b>Name of Venue:</b> <i>It is the responsibility of the Hirer to ensure that the Council Facility is suitable for the expected number of people attending</i>	
<b>Date of hire:</b> <i>If requesting coverage for multiple dates, please supply calendar indicating dates.</i> <b>NB: Additional fees may apply</b>	
<b>Contact Name:</b>	
<b>Group / Organisation:</b>	
<b>Telephone Number:</b>	
<b>Email address:</b>	
<b>Describe the Event:</b> <i>In your description please include:</i> <ul style="list-style-type: none"> <li>• <i>An estimate or approximation of the number of people who will attend as your guests or participants.</i></li> <li>• <i>Describe the intended event or activities which you will hold in the hired facility</i></li> <li>• <i>Please nominate the time(am/pm) of the event and the anticipated duration of event</i></li> </ul>	
<b>Will alcohol be served/provided? Yes/No</b>	<b>If Yes – will the alcohol be sold by the Hirer? Yes/No</b> <i>(If alcohol is to be sold the Hirer must obtain a temporary Liquor licence and must engage a person(s) with a Responsible Service of Alcohol (RSA)</i>

# Community Liability Pack Insurance – Request for Coverage



<b>Will Hirer be charging a fee?</b> <i>Please note that the event must be for a non-commercial / non-profit making purpose</i>	
<b>Conditions</b>	<p>Please note the conditions applicable to this coverage:</p> <ul style="list-style-type: none"> <li>• Indemnity/Cover is only provided to the hirer of the facility</li> <li>• Indemnity is not provided to other instructors/performers/contractors that may be involved in the hire activity</li> <li>• Coverage is offered to hirers only where a hiring agreement is in place</li> <li>• In the event of a claim the Hirer is responsible for the \$500 excess</li> </ul>
<b>Special Conditions:</b>	<p><i>The Hirer acknowledges that while COVID 19 restrictions are in place, that coverage will not apply to any claim against the Hirer with respect to any loss, damage, liability, event, bodily injury or sickness directly or indirectly arising from, relating to or in any way connected with the Coronavirus Disease 19 (COVID-19) (or any mutation or variation thereof or any related strain) and/or its outbreak where the Hirer has not maintained or met all the conditions of the restrictions as they applied at the time.</i></p>

If applicable, please attach a copy of the Hall Hire agreement.

Signature of applicant:

Date:

*If accepted, the insured person, group or organisation as stated above acknowledges they are responsible for a \$500 excess fee for each and every claim or series of claims arising out of any one occurrence.*

**For Office Use Only**

Please forward this form to Risk Advisor for assessment

Date contact made:				
Alcohol:				
Permits or Special Approvals:				
Notes:				
Approval:	Yes:		Signature:	
	No:		Name:	

Applicant and Customer Service Team to be advised of result (preferred method – email)

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