



**uniting
church**
in Australia,
Synod of NSW & ACT

Application Form

Hirers Public Liability Insurance – Single Event Only

Sum Insured \$5,000,000 Excess applicable on each and every claim \$500

Name of Hirer:

Address:

.....

Event Type:

Date of Event:

Address of Event:

.....

Signature of Hirer (or Representative) Date:

A premium of **\$50** applies ***[see overleaf for fees on 2 or more days] - the cheque must accompany this application.

No cover will be provided unless Application Form + payment are received at the address below prior to event date.

The cheque and Application Form must be returned to the Church Office that has booked the event and they will forward it to:

Uniting Resources – Risk & Insurance Services
PO Box A2178
Sydney South 1235

*Make cheque payable to: UCA – Risk & Insurance Services
*EFT: BSB: 634 634 ACCT: 100009696

*** Notes on hiring
plus applicable fees

Hirer's Public Liability Insurance

Church office procedures for casual hiring of church property

When booking of the property is arranged the Application Form for Hirers Public Liability Insurance has to be completed by the hirer and given to the Church Office.

1. Collect cheque for applicable hire fee - made payable to UCA - Property Services.
2. A receipt should then be issued to the hirer.
3. Send Application Form together with cheque to the New South Wales Synod Office to arrive prior to date of function. (Payment may be also made by EFT)
4. If booking is made at short notice: Contact Risk & Insurance Services by phone/fax or email advising details of the event and put paperwork and cheque in the mail.
5. Only when the function is cancelled and the Synod Office receives advice on the day prior to the function can a full refund be arranged.
6. Notice of cancellations received after the nominated date will be subjected to a fee of \$10.00.
7. Retain a copy of the application for your records.
8. The rate for Hire Fees for Multiple days are shown below

e.g. 4 day event = \$150

1 event or day\$ 50
2 days \$ 90
3 days \$ 125
4 days \$ 150
5 days \$ 175
6 days to 14 days \$ 250

Note: Cover is for Casual Hirers only. Regular users of Church Property must show evidence of their own insurance by way of a certificate of currency.