

Community Liability Insurance Request



PLEASE DO NOT PAY FEE BEFORE THIS REQUEST HAS BEEN APPROVED.

PLEASE FORWARD THE COMPLETED REQUEST FORM TO THE PROPERTY AND RISK TEAM

Send to mail@cgoldshire.vic.gov.au, or by post or in person to 22 Nolan Street, Maryborough.

At Council's discretion Public Liability Insurance may be provided to persons/groups using a Council facility under the conditions of the Community Liability Pack policy.

The following are **not** eligible for cover under this policy:

- Incorporated associations
- Commercial activities where admission is charged or is for-profit (admission or charges for fundraising are permitted)
- A hire period of more than 5 consecutive days
- Events which include
 - attendance by more than 1000 people
 - the sale of alcohol
 - the hire is part of a festival or event
 - sale of children's toys, second hand electrical items and tools
 - use of security Personnel
 - fireworks/pyrotechnics
 - child minding/ childcare services
 - rock/pop concerts
 - participation in sporting activities

See the conditions below for further exclusions under the policy.

This service attracts a fee of \$26, payable on approval of this application. Payment of that fee is an acknowledgement that the applicant/hirer accepts the exclusions and conditions as set out below.

Payment of the fee does not constitute a booking of the facility or approval of a permit.. To apply for coverage, please complete the following form.

Community Liability Insurance Request



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

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.

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FOR OFFICE USE ONLY

Alcohol:			
Permits or Special Approvals:			
Notes:			
Approval:	Yes:		
	No:		Name:

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

Trim to: 14/3203