



**Uniting Resources  
Risk & Insurance Services**

**F**

PO Box A2178 Sydney South 1235  
Phone: (02) 8267 4340 Fax (02) 9267 3538  
Email: Insurance@nsw.uca.org.au

## Application Form

### Hirers Public Liability Insurance

Name .....

Address .....

..... Postcode .....

Description of Event .....

Date of Event .....

Address where event is to be held .....

.....

.....

Signature of Hirer (or Representative) .....

Date .....

*A premium of \$50 applies \*\*\*[see Page 2 for fees on 2 or more events] - 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

\*\*\* Notes on hiring  
plus applicable fees  
please read **Page 2**

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**HIRERS PUBLIC LIABILITY INSURANCE**

**\*Church office procedures for casual hiring of church property\***

1. 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.
2. Collect cheque for applicable hire fee - made payable to UCA - Property Services.
3. A receipt should then be issued to the hirer.
4. Send Application Form together with cheque to the New South Wales Synod Office to arrive prior to date of function.
5. 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.
6. 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.
7. Notice of cancellations received after the nominated date will be subjected to a fee of \$10.00.
8. Retain a copy of the application for your records.
9. The rate for Hire Fees for Multiple Events are shown below

*eg. 4 day event = \$150. This event may be held on 4 consecutive days, or spread-out over the 12 month period (ie quarterly)*

1 event or day	\$ 50
2 events or days	\$ 90
3 events or days	\$ 125
4 events or days	\$ 150
5 events or days	\$ 175
6 or more events or days in 12-month period	\$ 250

**Note: More than 10 events for a single hirer indicates they should obtain their own insurance cover - refer the Insurance Manual**

**(Note: 12 months runs 1<sup>st</sup> April - 31<sup>st</sup> March)**