



**Uniting Resources
Risk & Insurance Services**

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

F

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 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

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



Uniting Resources Risk & Insurance Services

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

F

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 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 should obtain their own insurance