

COMMUNITY LIABILITY INSURANCE APPLICATION FORM



Council may, at its discretion, provide public liability insurance to a person or group hiring a Council owned or controlled facility on a casual basis for non-commercial or non-profit making purposes, under the conditions of its Community Public Liability Insurance Policy (Policy No. QM8341-1223) provided by QBE Insurance (Australia) Ltd

Note: Insurance under this policy is not available to associations, corporations, incorporated bodies, clubs, sporting bodies or other parties that hold public liability insurance.

Facility: <i>Please tick facility being hired</i>	☐	Alpine Events Centre – The Pavilion
	☐	Bright Community Centre
	☐	Dinner Plain Community Centre
	☐	Mount Beauty Community Centre
	☐	Mount Beauty Stadium and Foyer Flex Space
	☐	Mount Beauty Auditorium
	☐	Myrtleford Senior Citizens Centre
	☐	Myrtleford Memorial Hall
	☐	Tawonga Hall
	☐	Other <i>(please specify)</i>
Name of entity or individual hiring the facility:		
Contact person's name:		
Contact telephone number:		
Contact email:		
Date(s) of hire of the facility:	Date(s): Times:	

Checklist for casual hirer:		YES	NO	Comments
1.	Is this hire by or on behalf of a sporting body, club, association, corporation or incorporated body?			
2.	Is this hire for commercial or profit making purposes?			
3.	Is this hire by or on behalf of a commercial entity charging admission and/or deriving monetary gain?			

Checklist for casual hirer:		YES	NO	Comments
4.	Is this hire a fundraising event where the beneficiary receives all proceeds?			
5.	Is the hirer seeking indemnity for other parties (performers, contractors etc)?			
6.	Is the hire for an event where alcohol will be sold, served or BYO is an option?			
7.	Will this hire involve attendance by more than 1000 people?			
8.	Will the hire be for more than 5 consecutive days?			
9.	Is the hirer seeking indemnity for more than 52 times per year?			

If the answer is 'YES' for any of these questions, please contact the Risk Management Officer on phone: (03) 5755 0555 prior to submitting this form to Council.

Please note: the following items will not be covered under this policy.

- Amusements – rides (including animal rides), inflatable recreational equipment
- Children's toys
- Second hand electrical items
- Security personnel
- Fireworks/pyrotechnics
- Concerts
- Child minding/care
- Participation in exercise/sport/games/etc

<i>If accepted, the insured party, as stated on this form, acknowledges that they DO NOT have their own public liability insurance AND are responsible for a \$500.00 excess fee for each and every claim or series of claims arising out of any one occurrence.</i>	Signed: _____ Print Name: _____ Date: / /
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OFFICE USE ONLY:	Fee:	\$45.50
	Account:	1102
	Officer Name	
	Officer Signature:	
	Receipt Number:	