

# REQUEST FORM



## Community Liability Pack Insurance

At Councils discretion Public Liability Insurance may be provided to any person/group hiring a Council facility, under the conditions of the Community Liability Pack policy, provided through Jardine Lloyd Thompson Insurance Brokers.

### To be eligible:

- the person / group must be using a Council facility e.g. hall or recreational reserve
- the event must be for a non-commercial / non-profit making purpose

Clubs, Sporting Bodies, Associations, Corporations and Incorporated Bodies are ineligible.

This service attracts a fee, payable on approval.

To apply for coverage, please complete the following:

Name of Venue:			
Contact Name:			
Group / Organisation:			
Telephone Number:		Date of hire:	If requesting coverage for multiple dates, please supply calendar indicating dates.
Email address:			
Describe the Event: Please include approx. no. of participants, any activities, time and duration of event			
Will alcohol be served?			
Will you be charging a fee?			

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 \$250.00 excess fee for each and every claim or series of claims arising out of any one occurrence.*

# Community Liability Pack Insurance – Request for Coverage



For Office Use Only

Please forward this form to Risk Advisor for assessment

Date contact made:				
Alcohol:				
Permits:				
Notes:				
Special Conditions:				
Approval:	Yes:		Signature:	
	No:		Name:	

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

Trim to: 14/3203

**PRIVACY STATEMENT**

The personal information requested on this form is being collected by Indigo Shire Council for the administration of community liability insurance. The personal information will be used solely by Council for that primacy purpose or directly related purposes. Council may disclose this information to other areas of Council and third parties in accordance with Council’s Privacy Policy and the *Privacy & Data Protection Act 2014*. The individual may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council’s Privacy Officer.