



P O Box A2178 Sydney South 1235  
Phone: 8267 4340 or 8267 4350. Email: [insurance@nsw.uca.org.au](mailto: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 \$30 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 - Property Services  
PO Box A2178 Sydney South 1235

\*Please make cheque payable to: The Uniting Church in Australia

\* 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 **The Uniting Church in Australia**.
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. 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.
6. Notice of cancellations received after the nominated date will be subjected to a fee of \$10.00.
7. Retain a copy of the application for your records.
8. Multiple Hire Fees - rates as shown below.

|                                     |       |
|-------------------------------------|-------|
| 1 event/date                        | \$ 30 |
| 2 “                                 | \$ 60 |
| 3 “                                 | \$ 88 |
| 4 “                                 | \$115 |
| 5 or more events in 12-month period | \$150 |

**(Note: 12 months runs April to March)**