



INSURANCE FOR CASUAL HIRERS OF COUNCIL FACILITIES

Break O' Day Council requires all hirers of Council facilities to have public liability insurance coverage.

In order for Council to consider insurance coverage under Council's insurance policy the following conditions need to be met for a one-off cover:

1. The insurance is arranged for the Break O' Day Council by JLT Public Sector.
2. Name of casual hirer _____
3. Address _____
4. Contact Phone _____
5. Date of Function/Event _____
6. Location of the Council facility _____
7. Type of event (birthday, wedding, etc.) _____
8. The function will involve alcohol ☐ YES ☐ NO
9. **An excess of \$500 applies to this insurance cover.** The casual hirer is responsible for payment of this excess if a claim is made.
10. **An insurance fee of \$26.50** is required before the function/event (if paying by cheque please make it payable to Break O' Day Council. ** See below the fee schedule for FY2026/2027.

IMPORTANT INFORMATION

11. The following high-risk activities **cannot** be covered by the council's blanket public liability insurance coverage:
 - Sporting Events (**any kind**)
 - Special Events (e.g. dances/shows, festivals, rock/pop/country music concerts, etc.)
 - Contractors and subcontractors (e.g. caterers)
12. Council casual hirer insurance does not cover persons who are working for hire, professional persons or those who generate an income from the event.

**FEE SCHEDULE

All functions/events including those serving alcohol **\$26.50 (per event)**

Please note the above charges include GST and are in addition to the hire fee. Payments for casual hire insurance can be made by credit card, please contact Council's office on 6376 7900.

I (please print full name) _____

of (print address) _____

Representing (name of organisation, if applicable) _____

Have completed this form truthfully to the best of my knowledge and acknowledge having read and accepted the insurance conditions of hire.

Signature _____ Date: _____

Witness Signature: _____ Date: _____

Receipt Number: _____

Privacy Statement: The personal information (PI) requested on this form is being collected by the Council for the purposes of casual hire agreements. The PI will be used solely by the council for the primary purpose of directly related purposes. Council may disclose the information to other regulatory organizations where required by law; officers of Break O' Day Council; data service providers engaged by Council from time to time; and any other agent of Council. If you cannot provide or do not wish to provide the information sought, BODC will be unable to process your application. You may make an application for access or amendment to information held by the Council. Enquiries concerning the matter can be addressed to the Information Officer, BODC, 32-34 Georges Bay Esplanade, St Helens TAS 7216, or email admin@bodc.tas.gov.au.



INSURED

Various Hirers and members of the hiring party of Council owned or controlled facilities (not otherwise insured) providing that the number of hires do not exceed 52 times per annum (per hirer).

INTEREST INSURED

Indemnity to the Hirer against all sums which the Hirer becomes legally liable to pay by reason of:

- Death or Personal
- Loss or Damage to Property

resulting from an occurrence which arises from the Hirers' negligence whilst hiring the premises.

BUSINESS

Hire of Council owned or controlled facility

SITUATION AND/OR PREMISES

At and from the Council owned or controlled facility

DEDUCTIBLE

\$500 each and every claim

LIMITS OF LIABILITY

\$20,000,000 any one occurrence / unlimited in all except products hazard (where applicable) which is limited in the aggregate for all occurrences during any one period of insurance.

POLICY PERIOD

30 June renewal date (or as Stated in Certificate)

ADDITIONAL POLICY EXCLUSIONS

- Sexual Abuse
- Amusements
- Products Liability—Children's Toys/Second Hand
- Electrical Items & Tools
- Security Personnel
- Fireworks/Pyrotechnics

ADDITIONAL POLICY EXCLUSIONS - continues

- Rock/Pop Concerts
- Child Minding / Child Care Services
- Participation in Sporting Activities
- Total Listed Human Disease Exclusion

Note these exclusions are additional to exclusions contained in the Insurer's base policy document. You should refer to the policy document for all exclusions, terms and conditions.

GUIDELINES

- The intention of the Scheme is to cover uninsured hirers, provided that the number of hires per hirer does not exceed 52 times per annum.
- **Indemnity is only provided to the hirer** of the facility and for the duration of such hire. Indemnity is not provided to any other participants/performers/ contractors that may be involved in the hire activity (e.g. a band engaged for a wedding reception).

It is the hirer's responsibility to ensure these other parties have their own Public Liability insurance in place.

- There is no coverage available where:
 - the hire involves attendance of more than 1,000 people;
 - the duration of hire exceeds five (5) consecutive days;
 - the hire is part of a festival/event. The event organiser should be required to take their own insurance.

Cover for the above may be available from:
www.localcommunityinsurance.com.au

- There is no coverage available to commercial entities that hire the facility and charge admission or derive monetary gain from the actual hire activity.

GUIDELINES - continues

- There is no problem in covering commercial entities for hire activities where there is no monetary gain derived from the actual hire activity and where there is no other insurance in place.
- There is also no problem in covering Not For Profit (NFP) entities who may charge for fundraising purposes.

INSURER

QBE Insurance (Australia) Limited

POLICY NUMBER MK2CLP017469LIA

IMPORTANT INFORMATION

Please refer to our Financial Services Guide which can be accessed by visiting

<https://www.marsh.com/au/financial-services-guide.html>

This document is merely an outline of the cover provided. Please refer to the policy document for details of all the terms, conditions and exclusions applicable.

This summary is provided by JLT Risk Solutions Pty Ltd to Councils participating in the Master Policy. Councils are not permitted by law to provide any financial product advice on this product to you. Council's role is merely to provide access to JLT and the insurer's product.

CONTACTS

Any questions on the coverage provided should be directed to Council who will pass on the request to JLT.

Break O'Day Council – 6376 7900



CLAIMS PROCEDURE

- As the hirer: **DO NOT** admit liability or offer to make any payments.
- Except for a simple acknowledgement, do not make any promises or enter into any correspondence with the claimant without the consent of your Insurers.
- Whether or not a claim has been made against you, as soon as you become aware of circumstances which could give rise to a claim, forward a written note of the facts or circumstances to the Council who will notify JLT on your behalf.
- If you receive a claim/demand from a third party, forward the documents to the Council as soon as possible together with whatever additional facts are known to you.
- An excess is payable in respect of all claims. This is a costs inclusive excess so investigative costs fall within the deductible amount.
- The excess is generally payable by the Hirer who is making the claim, however, you should check if this is the case with the Council.

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