

## PERSONAL HIRE – INSURANCE PROPOSAL

(♣Personal hire for ♣Personal use)

ENTER Parish/School/Entity Name: \_\_\_\_\_

Persons hiring or using buildings and other property of the Anglican Church accept responsibility for the safe custody of the property during the term of the hire or use. They are required to indemnify the Diocese for any liability arising from the hire and use of the buildings and/or other property.

I/we hereby confirm that I/we have read and fully understand and accept my responsibilities, as summarised above, in entering into this hiring agreement.

I/we request that the Diocese arrange Public Liability insurance to cover these liabilities to \$2 Million and I/we agree to pay the premium calculated at \$25.00 (Plus GST) per day/\$.....(Plus GST) per year. I/we accept that this insurance is subject to payment by me/us of the first \$250.00 for property damage.

FULL Details of Nature of Hire/Use: .....

.....

Approx. Number of Attendees: .....

Date of Hire: ...../...../.....

Signed by the Hirer..... Date: ...../...../.....

Name of Hirer (please print).....

***(Forward the Original Agreement to the Diocesan Registry [retain a copy in the Parish files] with a copy of the Licence Agreement)***

### **♣ Personal means:**

*The hirer is a person or an unincorporated group meeting for a non-commercial, non-money making, non-political, non “cause/crusade” purpose where the meeting is not open to the general public and the hirer does not have a public liability policy. Examples of such activities are:*

- *A private birthday party, celebration, wedding reception*
- *Dance practice **not** associated with a dance school or lessons and no fees are charged*
- *Friends who want a venue to read plays/poetry etc (but **not** rehearsals for a show)*
- *Knitting groups who like to meet to compare work/ideas*
- *Musicians using premises for non-commercial purposes (but not musicians who perform elsewhere)*
- *Informal support/self-help group*

***NOTE: A private charity fund raising event for a non-registered charity may be considered for cover under this policy if full details of what the event will include (eg numbers attending, door fee, meal provided and prepared by ?, auction or raffle etc) are submitted to the Insurance Office well before the activity for the Insurer to review and advise if cover is accepted.***

*(01/07/2023 Version)*