

**Event**

Name of Facility/Venue:	
Name of Event:	No's attending:
Date of Event/Hire:	Start: & Finish:
Description of Event:	
Total attendance at Event: <i>(Max 500 attendees - Part A)</i>	

Have you read, and do you agree with the conditions of hire?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a confirmed venue booking? Council Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you contacted the Latrobe City Events team regarding your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Hirer/Applicant/Event Organisers Details**

First Name:	Last Name:			
Name of Organisation:				
Postal Address:	Post Code			
Residential Address:	Post Code			
Home Phone:	Work Phone:			
Email Address:	Mobile:			

**Insurance Application For** (please note payment is non-refundable)

Part A - Hirers of Council Owned or Controlled facilities (including Parks, Gardens and Reserves) <i>(Max 500 attendees - Part A)</i>	<input type="checkbox"/> Yes	Fee: \$17.50 per hire
Part B - Performers/Stallholders/Artists/Street Stalls/Buskers/Tutors and Instructors	<input type="checkbox"/> Yes	Fee: \$39.00 per hire

*(cost as per 2023/2024 fees & charges)*

**Briefly describe your Product or Activity:**

**Important Information for Applicants:**

1	Insurance coverage is offered at the discretion of Latrobe City Council and is not automatic, nor guaranteed.
2	No Products Liability coverage provided for sales of children's toys and second-hand electrical items/tools
3	Community Liability Insurance is not available to business/insured applicants, high risk activities such as festivals, or for hire more than 52 times a year
4	Refer to attached information sheet for further details/conditions on available coverage.
5	The event organiser is responsible for maintaining order before, during and after the event, including public safety, preventing damage to the venue, emergency evacuation, noise levels, and returning the venue to its original condition (ie cleanliness, set up/layout, secured etc).
6	Applications must be submitted at least 10 working days prior to the event. Payment will not be reimbursed if cover is denied. Payment is non-refundable – no exemptions.
7	For Part A, cover is extended to the organiser hiring the venue only. Stall holders, performers, and other suppliers are not covered, and therefore need to provide or apply for their own insurance cover. Total attendee limit 500.
8	For Part B, there is a participation exclusion, whereby injury to participants in a sporting activity are not covered (ie if player is hit by a ball or twists ankle).

**Authorisation:**

**I confirm that I have read and understand and will comply with the above-mentioned conditions of hire.**

Print Full Name	Signature	Date
-----------------	-----------	------

**Notification Statement:**

Latrobe City Council is collecting this information solely for its application database. The information is only for Latrobe City Council for this purpose and will not be disclosed unless required under law. For further information on privacy, please consult Council's [Citizens Confidentiality and Privacy Policy](#).

**Methods of Payment**

<b>Mail</b>	Post the completed and signed application together with copy of Drivers Licence (proof of age) and cheque or money order payable to ' <b>Latrobe City Council</b> ' to: PO Box 264 Morwell VIC 3840.	
<b>In Person</b>	Bring the completed form and supporting documents with cash, cheque, EFTPOS or credit card to any of our following Service Centres and Libraries (EFTPOS only at Morwell Library):	
	141 Commercial Road, Morwell 34-38 Kay Street, Traralgon 1-29 George Street, Moe Philip Parade, Churchill	Monday – Friday 9.00am – 5:00pm Monday – Friday 8:30am – 5.15pm Monday – Friday 8:30am – 5.15pm Monday – Friday 8:30am – 5.15pm closed 12noon to 1pm
	Saturdays	Saturday 9am – 12pm (Moe & Traralgon Service Centre & Libraries, Morwell Library)

**ADDITIONAL INFORMATION FOR APPLICANTS****Please Note:**

- Any insurance fee applies only to the event listed on the application and must be paid when submitting this application.
- A Permit is required for each event held on Council land.
- No application has effect until Latrobe City Council has given formal written approval for the event.
- You will need to contact Latrobe City Event Officers to arrange a suitable time to discuss your event.
- This insurance is not transferable.
- Insurance is not approved until confirmation is provided to applicant.

**PRIVACY STATEMENT:** The personal information requested on this form is primarily being collected by Latrobe City Council for the purpose of processing the insurance application. This information will be used solely by Latrobe City Council for that purpose or directly related purposes. Latrobe City Council may disclose some of this information to relevant organisations or people (including property owners) if the nature of the activity for which the insurance has been applied for requires consent by parties other than Latrobe City Council or has the potential to affect neighbourhood amenity. If sufficient information is not collected on the application, Latrobe City Council may not be able to effectively process the application and in most cases will refer the application back to the applicant for further details.

The applicant understands that the personal information provided is to assist in the processing of a permit application and that he or she may apply to Latrobe City Council for access to and/or amendment of the information. Requests for access and or correction should be made in writing addressed to the Privacy Officer, Latrobe City Council, PO Box 264, Morwell VIC 3840.

**OFFICE USE ONLY:** On receipt of this application the fee is to be allocated to **CL.R22792704**

Any enquiries are to be directed to the Coordinator Risk.

Application Received:            Date

Application Approved:

Print Full Name

Signature

Date

INSURANCE TYPE	AVAILABLE TO	ACTIVITIES COVERED AND GUIDELINES
<b>Part A - Hirers of Council Owned/Controlled Facilities</b>	Various Hirers of Council Owned or Controlled Facilities (not otherwise insured)	<p>Activities conducted at and from the hired premises</p> <ul style="list-style-type: none"> <li>• Indemnity is only provided to the hirer of the facility. 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). Hirers should ensure these other parties have in place their own Public Liability insurance.</li> <li>• Hires that will involve attendance of more than <b>500</b> are not automatically covered</li> <li>• The hire activity is limited to a maximum period of five (5) consecutive days.</li> <li>• There is no coverage available where the hire is part of a festival/event. The event organiser should be required to effect their own insurance.</li> <li>• There is no coverage available to commercial entities that hire the facility and charge admission or derive monetary gain from the actual hire activity. There is no problem in covering commercial entities for hire activities where there is no monetary gain derived from the actual hire activity. There is also no problem in covering Not For Profit (NFP) entities who may charge for fund raising purposes.</li> <li>• There is no coverage for rock concerts.</li> </ul>
<b>Part B - Performers/Stallholders/Artists/Street Stalls/Buskers/Tutors and Instructors</b>	Various Uninsured Performers, Stallholders, Artists, Buskers, Street Stallholders and Tutors/Instructors	<p><b>Performers &amp; Stallholders</b> Covering various activities whilst participating in an event or program organised by Council or an event or program organised by others where Council requires coverage.</p> <p><b>Artists</b> Covering artists whilst engaged in creating a commissioned work for Council or whilst leasing/occupying artist studios provided by Council.</p> <p><b>Street Buskers</b> Covering various busking activities not otherwise excluded under a permit issued by Council.</p> <p><b>Street Stallholders</b> Covering various activities of street stallholders operating under a Council permit.</p> <p><b>Tutors &amp; Instructors</b> Covering tutors and instructors whilst conducting leisure based courses under an engagement from Council at and from a Council facility (Excludes Child Care, Foster Family and Sporting Activities)</p>