

Event

Name of Facility/Venue:	
No. attending:	
Date of Event:	Set-up Date: Clean-Up Date:
Brief Description of Event:	

Do you have a confirmed venue booking?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Applicant Details

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

Insurance Application For

Hirers of Council Owned or Controlled facilities (including Halls, Parks, Gardens and Reserves)	<input type="checkbox"/> Yes	Fee: \$15.00 per hire
Performers/Stallholders/Artists/Street Stalls/buskers/Tutors and Instructors	<input type="checkbox"/> Yes	Fee: \$35.00 per hire

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
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 coverage is not to be extended to the hirer's contractors and suppliers
6	Applications must be submitted at least 10 working days prior to the event. Payment will not be reimbursed if cover is denied.

INSURANCE TYPE	AVAILABLE TO	ACTIVITIES COVERED AND GUIDELINES
Hirers of Council Owned/Controlled Facilities	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"> • 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. • Hires that will involve attendance of more than 1,000 are not automatically covered • The hire activity is limited to a maximum period of five (5) consecutive days. • There is no coverage available where the hire is part of a festival/event. The event organizer should be required to use their insurance. • 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. • There is no coverage for rock concerts.
Performers/Stallholders/Artists/Street Stalls/Buskers/Tutors and Instructors	Various Uninsured Performers, Stallholders, Artists, Buskers, Street Stallholders and Tutors/Instructors	<p>Performers & Stallholders Covering various activities whilst participating in an event or program organized by Council or an event or program organized by others where Council requires coverage.</p> <p>Artists Covering artists whilst engaged in creating a commissioned work for Council or whilst leasing/occupying artist studios provided by Council.</p> <p>Street Buskers Covering various busking activities not otherwise excluded under a permit issued by Council.</p> <p>Street Stallholders Covering various activities of street stallholders operating under a Council permit.</p> <p>Tutors & Instructors 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>

Authorization

I confirm that I have read and understand, and will comply with the mentioned conditions of Community Liability Insurance.

Full Name	Signature	Date
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Methods of Payment

Mail	Post the completed and signed application together with copies of any documentation required and cheque or money order payable to “Latrobe City Council” to: PO Box 264 Morwell VIC 3840.	
In Person	Bring the completed and signed application together with copies of supporting documents and cheque or money order payable to “Latrobe City Council” to:	
	141 Commercial Road, Morwell 34-38 Kay Street, Traralgon 1-29 George Street, Moe Phillip Parade, Churchill Saturdays Phone 1300 367 700	Business Hours Saturday 9 AM– 12 PM (Moe & Traralgon Service Centre & Libraries, Morwell Library)

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 organizations 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 neighborhood 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 **CLR 2279.2704**

Any enquiries can be directed to the Coordinator Risk.

Application received Date:

Print Full Name	Signature	Date
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