

Application for Wedding Service on Council Land
General Local Law 2 – Part 5 – Section 116.1

Applicant's Name: _____

Address: _____

Email: _____

PH: (BH) _____ (AH) _____ (FAX) _____

Location of Wedding: _____

(If wedding location at Botanical Gardens please specify exact location on attached map)

Please note Colac Otway Shire does not manage beach and foreshore areas within the Colac Otway Shire, these location enquiries need to be made to the Otway Coast Committee PO Box 146 Apollo Bay VIC 3233.

PLEASE NOTE: THAT A REQUIREMENT OF THIS APPLICATION IS TO HAVE PUBLIC LIABILITY INSURANCE COVER IN PLACE

Public Liability Insurance for Colac Otway Shire Facilities Only application. This form must be completed and accompany the Application for Wedding.

Date & time event is to be held:

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Will liquor be consumed at the event? Yes No

Will this event involve a road closure? Yes No

If yes, it will be necessary to discuss your application with the Local Laws Department, contact (03) 5232 9400

Applicant's Signature: _____ Date: _____

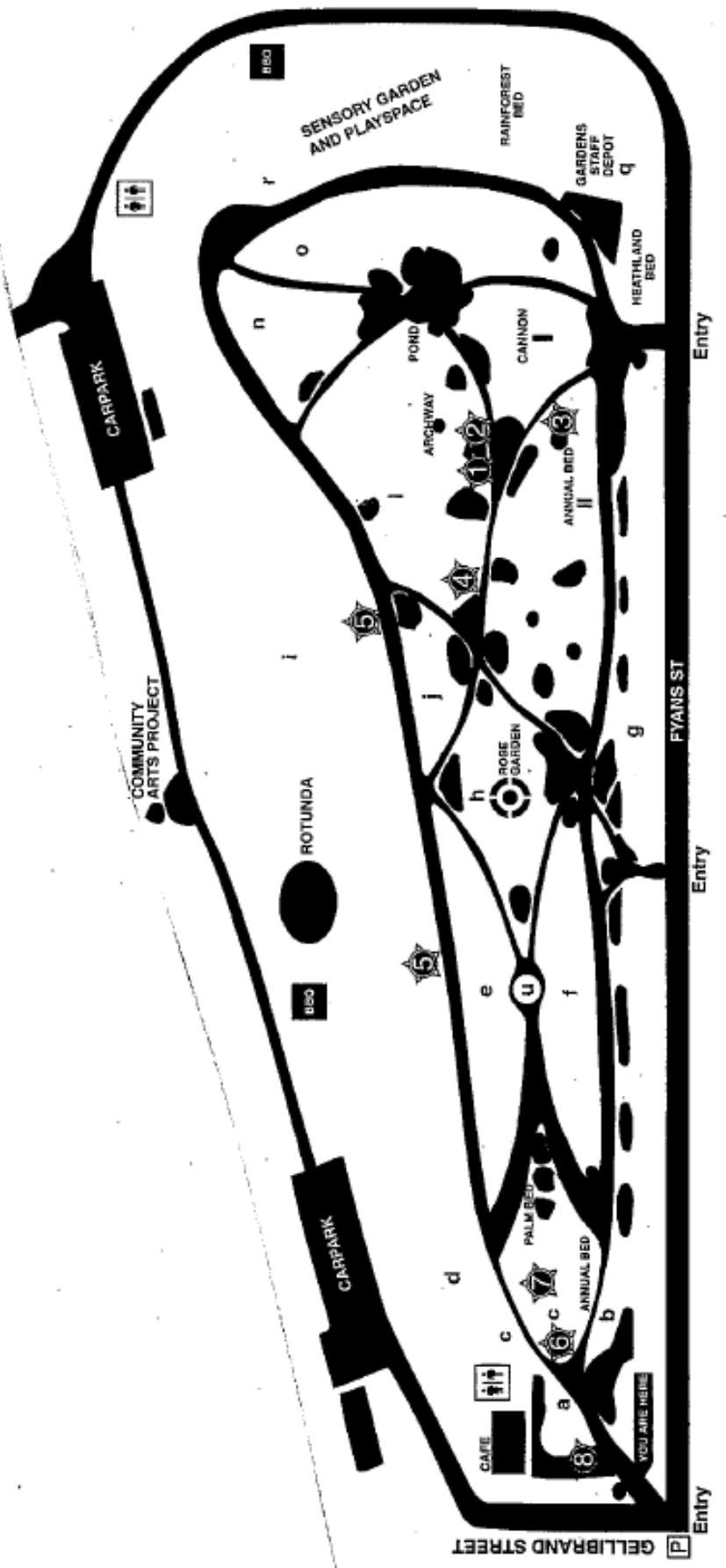
**OFFICE USE ONLY: Wedding application (\$65.00) plus insurance (\$25.00)
Total Fee Payable \$90.00**

Receipt: _____ Date Paid: _____

DECLARATION:

The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

Colac Botanic Gardens Map



**PUBLIC LIABILITY INSURANCE
FOR COLAC OTWAY SHIRE FACILITIES ONLY**



HIRER _____
NAME _____
ADDRESS _____
CONTACT PHONE NO: _____
FACILITY
DATE OF HIRE: ____/____/____ **TO** ____/____/____
NAME OF FACILITY _____
LOCATION: _____

FUNCTION OR PURPOSE OF HIRE:

WEDDING 18th 21st BALL
 CABARET FUNERAL OTHER _____

WHICH IS A:

FUNCTION UNDER 20 PEOPLE NO REFRESHMENTS
 FUNCTION OVER 20 PEOPLE NO REFRESHMENTS
 FUNCTION WHERE NON ALCOHOLIC DRINKS ARE SERVED
 FUNCTION WHERE ALCOHOLIC DRINKS ARE SERVED

NOTE: THIS POLICY DOES NOT PROVIDE COVERAGE FOR ANY EVENT WHICH; IS A SPORTING ACTIVITY, HAS MORE THAN 1,000 ATTENDEES, IS PART OF A FESTIVAL OR IS A ROCK CONCERT.

TOTAL OF PREMIUM \$25.00

SUBJECT TO \$250.00 EXCESS EACH AND EVERY LOSS

Upon the payment of the prescribed premium and completion of this form your liability as hirer is indemnified up to \$10,000,000

In the event of any claim, or the happening of any circumstances which may give rise to a claim, you must advise the *Risk Services Officer of the Colac Otway Shire on 5232 9463 immediately.*

ON BEHALF OF HIRER/HIRING GROUP _____ **DATE:** ____/____/____

The personal information requested on this form/document is being collected for our Insurer Jardine Lloyd Thompson. The personal information will be used solely by Council for the primary purpose for which it was collected or a purpose the person would reasonable expect. The person providing the information understands that the personal information provided is for the purpose of obtaining Public Liability Insurance coverage and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer or the Privacy Officer.

Office Use Only

Receipt # _____



Public/Products Liability Insurance Scheme – Council Hirers/Performers/Stallholders/Permit Holders

OUR REF: TBA

NOTE: Where a coverage heading incorporates provision for an amount to be inserted (e.g. Sum Insured, Limit of Liability or Sub-Limit) but no amount is recorded, no cover is provided under this policy.

PART A – Hirers of Council Owned or Controlled Facilities

INSURED

Various Hirers of Council Owned or Controlled Facilities (not otherwise insured)

BUSINESS

Activities conducted at and from the hired premises

DEFINITION OF HIRERS

All casual, ad-hoc and regular hirers provided hire occurs no more than 52 times per annum (per hirer)

SITUATION AND/OR PREMISES

At and from the Council Owned or Controlled Facility

INTEREST INSURED

All sums which the Insured shall be legally liable to pay to third parties by reason of:

- Death or Personal Injury
- Loss or Damage to Property

happening during the Period of Insurance and caused by an occurrence in connection with the Business.

PRODUCTS

Any goods, products and property (after they have ceased to be in your possession or under your control), which are or is deemed to have been manufactured, grown, extracted, produced, processed, constructed, assembled, erected, installed, repaired, serviced, treated, sold, supplied or distributed by you (including any container thereof other than a vehicle).

LIMITS OF LIABILITY

General Liability

\$10,000,000 any one occurrence



Products Liability

\$10,000,000 any one occurrence and in the aggregate any one Period of Insurance.

SUB-LIMITS OF LIABILITY

Property in Your Physical or Legal Control \$50,000

DEDUCTIBLE/EXCESSES

The insured shall bear the first \$250 of each and every claim or series of claims arising out of any one Occurrence.

UNDERWRITING GUIDELINES

- The intention of the Scheme is to cover uninsured hirers. Councils should obtain proof that hirers have their own Public Liability insurance in place to protect the public and Councils' vicarious liability. If hirers cannot provide the proof via Certificate of Currency from their insurers, as per the agreement with them, Council can offer this facility.
- 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. Coverage may be able to be obtained upon referral to your JLT Account Manager. These may be subject to an additional premium as determined by the insurer.
- The hire activity is limited to a maximum period of five (5) consecutive days. Coverage for longer periods may be available and should be referred to your JLT Account Manager. An additional premium may be required by the insurer for longer periods.
- Coverage is offered to hirers only where a hiring agreement is in place, however there is no requirement that a hiring fee is to be charged. It should be clear from the hiring agreement or Council documentation that the hirer has no other insurance in place and that cover is required under the hirers policy.
- 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. They may be able to access coverage via the Community Insurance web site.
- 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.
- Hirers should be made aware of the policy exclusions as stated in this summary and the actual policy document.
- If in any doubt as to whether a hirer or the hire activity can be covered under the policy, please refer such questions to your JLT Account Manager for advice. It may be possible to effect separate insurance for some of the excluded risks either as a one off placement or under an annual policy.