

**PRESBYTERIAN CHURCH OF QUEENSLAND  
ADDENDUM TO HALL HIRE AGREEMENT FORM  
PUBLIC LIABILITY INSURANCE**

It is essential that Facility Hirers have their own Liability Insurance to protect themselves in the event of an accident.

The Presbyterian Church of Queensland's own Public Liability Policy only protects the interests of local Presbyterian Church congregations.

Public Liability insurance is also available from Ansvar Insurance to prospective hirers, acceptable to the Presbyterian Church of Queensland, who wish to hold a "private family function" at the Facility.

The Public Liability Insurer (Ansvar Insurance) has accepted that "private family function" means birthdays, anniversaries, engagements, weddings and similar private events.

- Indemnity Limit: \$5,000,000
- Premium: \$77.00 (including Stamp Duty & GST)
- Exclusions:
1. Alcohol, which is not permitted on Presbyterian Church of Queensland properties.
  2. Amusements, i.e. entertainers, other than singers and dance bands at a private family function.
  3. Occasions held in Company Names or Commercial activities, such as Karate Lessons, Dancing Classes, Aerobics, Bingo or Discos, etc.

**If Public Liability Insurance cover is required for a "private family function" please complete the following information:**

Name of Presbyterian Church: .....

Address: .....

Address of Facility (Hall) if different from address above: .....

Contact Name at Church: .....

Telephone No: (Work)..... (Home) .....

Name of Hirer: .....

Date of Function: .....

Type of Function: .....

Approx. No. of Invited Guests: .....

Signature of Hirer: .....

Address of Hirer: .....

Date: ..... Telephone No: .....

This form is to be completed and forwarded to: **ANSVAR INSURANCE LTD, Level 14, 110 Eagle Street, BRISBANE QLD 4000** to reach them one week prior to the event, together with payment of \$77.00 in the form of, **either**.

- a) A cheque for \$77.00 made payable to **ANSVAR Insurance Ltd, or**
- b) A direct payment to **ANSVAR Insurance Ltd's - Westpac Account**: BSB: 033 157: Account No: 000413 and include reference number 0604976. If paying by direct payment, please send an email to [minglis@ansvar.com.au](mailto:minglis@ansvar.com.au) to link details of your payment to the details of your event. ANSVAR would also appreciate a copy of the bank receipt attached to this form.

Also, please email a copy of the form to [paula@pcq.org.au](mailto:paula@pcq.org.au) or send it by Australia Post to Presbyterian Church of Queensland, PO Box 1351, MILTON QLD 4064, and retain a copy for your records.