

Greater Shepparton City Council Public Liability Register for Council Facilities 2025/2026

EVENT NAME:	
EVENT DATE:	
CONTACT NAME:	
ON BEHALF OF:	
ADDRESS:	
POST CODE:	
PHONE:	
EMAIL:	
EVENT DESCRIPTION:	
FACILITY HIRED:	
SIGNATURE:	
<p>The facility Hirer, in making application for inclusion under Council's insurance offering, agrees to be bound by the conditions attached, and agree to any additional conditions imposed by Greater Shepparton City Council.</p>	
<p>Part A: Facility Hire \$14.30</p> <p>Part B: Performers/Presenters/Buskers/Artists \$44.00 Stallholders \$22.00 Tutors/Instructors/Artists leasing studios \$110.00</p> <p>Part C: Local Traders \$27.50</p>	<p><input type="checkbox"/> CASH / CARD</p> <p>(OVER THE COUNTER PAYMENT - Payment must be made in-person at the Welsford Street Customer Service Counter)</p> <p>(Ledger short code 10INSH)</p>
<p>OFFICE USE ONLY Content Manager 79/610/0004 - Risk Management Work Flow to Risk & Assurance Administration</p>	<p>DATE OF PAYMENT ___/___/___</p> <p>RECEIPT NUMBER _____</p>

The facility Hirer, in making application for inclusion under Council's insurance offering, agrees to be bound by the following conditions, and agree to any additional conditions imposed by Greater Shepparton City Council.

This cover is for individuals or groups, for non-profit making activities, that do not have existing public liability insurance. It is not intended to provide cover for festivals, sporting type activities, rock concerts/performances or hirers involved in a profit making activity where an admission fee is charged

The intention of the policy is to cover uninsured hirers. 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.
- Hirers that will involve attendance of more than 1,000 are not automatically covered. Coverage may be able to be obtained upon consultation with the event facilities bookings team. 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 the Greater Shepparton City Council Events Facilities booking team. An additional premium may be required by the insurer for longer periods.
- All casual, ad-hot and regular hires, including individuals assisting with the business/activities, provided hire occurs no more than 52 times per annum (per hire).
- Coverage is offered to Hirers only where a hiring agreement is in place. 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 attract their own 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.
- Hirers should be made aware of the policy exclusions as stated in this summary and the actual policy document, available from the Greater Shepparton City Council Risk Department.
- 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 Greater Shepparton City Council Event Facilities booking team for advice.

Deductibles (excl. GST)

\$500 for Part A each and every claim or series of claims arising out of any one occurrence during any one period of insurance.

\$1,000 for Part B & C each and every claim or series of claims arising out of any one occurrence during any one period of insurance.

Collection Notice

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 (Vic). Your personal information is collected to process your application, to communicate with you and provide you with information regarding your application. It is disclosed to other areas of Council to administer your application. If you do not provide the requested information, we may be unable to process your booking application form. To gain access to or update your personal information please contact Council on 03 5832 9700.