

**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 the 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:               \$88.00 (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: .....

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Contact Name at Church: .....

Telephone Number: (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 4000 to reach them one week prior to the event, together with payment of \$88.00 in the form of, either:

- a) A cheque for \$88.00 made payable to ANSVAR Insurance Ltd, or
- b) A direct payment to ANSVAR Insurance Ltd's – Westpac Account  
BSB: 033 157  
Account Number: 000413  
Reference Number: 0604976

If paying by direct payment, please send an email to [lkuhl@ansvar.com.au](mailto:lkuhl@ansvar.com.au) link details of your payment to the details of the event. ANSVAR would also appreciate a copy of the back receipt attached to this form.

Also, please email a copy of the form to [insurance@pcq.org.au](mailto:insurance@pcq.org.au) or send it by Australia Post to Presbyterian Church of Queensland, PO Box 510, SPRING HILL QLD 4004 and retain a copy for your records.