



## Church Facilities Hire & Public Liability Insurance

### Background

Local Congregations and Faith Communities have facilities that are ideal for community groups or individuals to use. Facilities can be hired out if an agreement is in place, however the Uniting Church in Australia Queensland (UCAQ) Synod Public and Products Liability insurance policy (which covers events/activities etc organised by the Church) does not provide insurance coverage for members of the public that hire the facilities. It is now possible for qualifying groups that do not hold Public and Products Public Liability insurance to request insurance for single events from Group Insurance.

### Facilities Hire

Members of the public or groups wishing to hire Uniting Church property for an event must have:

- A completed **Non-exclusive Licence Agreement (NEULA) form** which is agreed to by representatives of the hirer, the Church and the Synod Office.
- **Public and Products Liability insurance** to ensure the people/group is covered if they are responsible for injury to another party or damage to another party's property. Without public liability insurance, a hire cannot proceed. If they need insurance, the hirer may consider [applying for cover from Group Insurance](#) (see page 2).

### Non-exclusive Licence Agreement (NEULA) process

The interested people/group (hirer) must:

- Complete the relevant details in the [NEULA](#).
- Provide a copy of their Public and Products Liability Certificate of Currency to the Church (or email approval from Synod Insurance UCAQ Public and Products Liability insurance application).
- Submit payment for hire (within timeframe determined by the Church, once NEULA is signed by everyone).

The Church (Church Council Secretary or Property Committee Chairperson) hiring out the property must:

- Read the NEULA.
- Provide the fire safety procedure for the premises.
- Attain a copy of hirer's Public and Products Liability insurance Certificate of Currency or view email approval from Synod Insurance.

The NEULA is then:

- Signed by the hirer and the Church.
- Emailed to Property Services Division ([property@ucaqlld.com.au](mailto:property@ucaqlld.com.au)), along with insurance evidence.
- Reviewed and signed by Property Services Division.
- Emailed to the hirer and the Church.

This completes the agreement process, and the facilities hire may proceed.

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### Revisions

| Version | Approval date | Approved by                                       | Effective date | Next Scheduled Review |
|---------|---------------|---|----------------|-----------------------|
| 1.0     | 6 June 2025   | Program Manager (Insurance, Inspection & Support) | 6 June 2025    | 3 years from creation |



## UCAQ Public and Products Liability insurance for a single event.

An individual/group can apply for Public and Products Liability insurance through the Group Insurance Team. This offer is for qualifying groups (outlined below) for single events (not recurring events) which are held on Uniting Church in Australia, Queensland Synod property. The insurance policy is free, however an excess of \$1,000 applies to each and every claim. The policy will not cover any commercial service providers (e.g. caterers, entertainers, businesses) that the individual or group engages for their event.

If interested in this Public and Products Liability insurance:

- Hirer completes the application ([online form](#) or QR code below) **at least 7 days prior** to the event, including details of their event and contact details of the Church (ideally the person listed on the NEULA).
- Group Insurance reviews the application and approves or declines the insurance application.
- Hirer and Church receive an email regarding the outcome. If approved, this email is equivalent to the 'Certificate of Currency' for the NEULA.

Contact Synod Insurance on 07 3377 9804 or [ucinsurance@ucaqlld.com.au](mailto:ucinsurance@ucaqlld.com.au) with any queries.

### Qualifying Groups

- **COMMUNITY GROUP** - An individual or special interest/community group that is running an event of obvious benefit to the community whose primary concern is not to make a profit, even if selling tickets to cover costs (excluding registered businesses, individual ABN holders, registered not for profit or registered charities).
- **PRIVATE HIRER** - An individual or group utilising the space for personal/social purposes (e.g. birthday, christening, family reunion, social function).

### Non-Qualifying Groups

It is expected that the following groups hold their own Public and Products Liability insurance and that such a policy should extend/be extended to cover the event for which the facilities are being hired.

- **COMMERCIAL** (corporations, companies, registered businesses and ABN holders).
- **REGISTERED NOT FOR PROFIT (NFP) ORGANISATION.**
- **REGISTERED CHARITY.**

Exceptions may be made in certain circumstances if existing public liability insurance cannot be extended to cover the event. Please contact Synod Insurance at [ucinsurance@ucaqlld.com.au](mailto:ucinsurance@ucaqlld.com.au) for clarification.

### Links:

[Non-exclusive Use Licence Agreement](#)

UCAQ Hirers Public Liability insurance [online application form](#) or use QR code (right).



### Contact details:

Any further queries about the **NEULA agreement**, please contact our Property Services Division by phone on 07 3377 9839 or by post to Uniting Church in Australia, Queensland Synod, Property Services Division, GPO Box 674, Brisbane QLD 4001.

For **insurance** related matters contact the Insurance Team on 07 3377 9804 or email [ucinsurance@ucaqlld.com.au](mailto:ucinsurance@ucaqlld.com.au)

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