VIRGINIA WATER COMMUNITY ASSOCIATION
COMMUNITY CENTRE
PUBLIC LIABILITY INSURANCE

All events that take place at the Virginia Water Community Centre need to be covered by **Public Liability Insurance** (*referred to as* **PLI**). To determine if the hirer is required to provide their own **PLI**, we ask that you **complete this form and return it to the Centre Manager** when making the booking. The form must be received prior to the date of the event.
Please tick the appropriate boxes (*tick* **N/A** *if not applicable*):

Question	N/A	Yes	No
Is this event run by you at other venues?			
Are attendees being charged to attend this event?			
Is this event for a club or group, especially one that makes money from its operations (*includes cubs, scouts, guides*)?			
Will attendees be using the outside spaces?			
Will you be using equipment brought in specially for the event? (*This would include bouncy castles, musical instruments, loudspeakers etc.*)			
Will face painting or henna tattooing be used in the event?			
Is this event related to your business?			

If you have answered **Yes** to any of the questions above, you should organise your own Public Liability Insurance for the event.

Event Name	
Event Date	
Contact Email	
Contact Phone	
Hirer Name	
Hirer Signature	
Date	

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What is Public Liability Insurance?

Public liability is a form of business insurance designed to cover compensation or legal costs if members of the public or customers claim they have experienced personal injury or damage to their property because of your event.

If an incident happens on the hired premises, public liability insurance helps to shield you against unforeseen costs.

Even when you do everything right, accidents happen. Any hirer can face compensation claims and related legal fees, whether you’re an individual or business owner – but, with the right cover, your venture is protected.

Do you need Public Liability Insurance?

Although having public liability insurance isn’t a legal requirement in the UK, it’s an important consideration. For any event you may be running, public liability insurance can protect you from associated risks. Although the VWCA does have PLI for the Community Centre, this does not cover certain types of events.

The more diverse the event, the more likely it is that you will need public liability insurance. For example, a children's party at which the parents sit on chairs laid out around the sides of the hall and the children merely play with each other in the main part of the hall will, generally, be covered by the VWCA PLI.

However, if the children and parents will be allowed to play in both the hall and garden areas, the risk of accidents rises, and you will have to provide your own PLI cover to guard yourself against any possible claims resulting from those accidents.

If you run a business and the event is related to your business, you will require your own PLI.