

Community organisations can arrange their insurance cover for property damage to their facilities through Council.

Council will insure the facilities on behalf of the participating organisations and pass through the insurance premiums and any insurance claim proceeds to the participating organisation.

The terms of Councils Material Damages and Business interruption policies including the amount of the excess will pass through unaltered to the participating organisation.

The insurance year starts 1 November and finishes 31 October.

Currently the excess is \$25,000 for Non-Natural disaster, except for Fluvial and Pluvial Flooding where it is \$100,000. For Natural Disaster 2.50%, of the location sum insured, except for Pre-1935 built structures where the excess will be 10%, with a minimum of \$10,000.

These terms are reviewed annually and are subject to change at each renewal date.

The criteria to be satisfied is -

- The organisation must be incorporated,
- The organisation's purpose is for must be for sporting, recreational or community purposes and is for not-for-profit or is for charitable purposes, within the Waitomo District,
- The organisation must own the facility,
- Please provide a copy of the organisation's annual report or financial statements. Copies of any existing insurance invoices or schedules are also helpful.

Details of Organisation

Name of Organisation:			
Street Address or PO Box:			
Contact and billing E-mail Address:			
Town:		Postcode:	
President:			
Treasurer:			
Secretary:			
Contact Person:			
Incorporated Society Number:			
Registration Status			

Description of Facility to be Insured

Valuation Number:	
Location:	
Is the facility located on Waitomo District Council land?	Yes / No (circle one)
Facilities not located on Council land may be eligible to be included under this cover.	

Physical Description and Use

Construction:	Floor	Exterior Walls	Roof
Number of Storeys:		Security:	
Year Built: If built pre 1935 has the building been earthquake strengthened?			
Fire Protection (eg Extinguishers, hose reels, smoke detectors, alarms):			

Physical Description and Use - Continued

Description of what the property is used for:		
Frequency of use:		
Insurance Cover Requested: Please select the type of insurance cover	Replacement Cost <input type="checkbox"/>	Indemnity only <input type="checkbox"/>
	Functional Replacement <input type="checkbox"/>	Demolition only <input type="checkbox"/>

Terms and Conditions

Initial valuation for insurance purposes

Any initial valuation costs required to bring the organisations property onto the Material Damage and Business Interruption insurance schedule is to be reimbursed by the organisation. Subsequent revaluations, occurring every three years thereafter will be at Council's cost.

The premiums are passed through from Council's own material damages and business interruption policy based on the insured value of the property as declared and held on Council's Material Damage and Business Interruption insurance schedule.

Payment of premlums

The organisation agrees to pay on the 20th month following receipt of a tax invoice the premiums for the property to be insured. The Organisation shall be liable for all costs of collection and legal fees incurred by WDC in recovering any amounts not paid in accordance with these terms. Council reserves the right to charge 2% interest per month for any overdue amounts past due by date.

Administraction fee

The organisation agrees to pay the administration fee to cover reasonable costs for arranging the insurance cover and administration of the insurance arrangement.

Alteration of the Arrangement

Council may amend the Terms and Conditions of this arrangement by giving notice in writing.

Duty Disclose

The organisation has a continuous duty to disclose in writing to info@waitomo.govt.nz any material facts that could affect insurance cover at all times. Material facts include, but not limited, to any change to the insured property, the use thereof and any change to the purpose of the organisation or incorporation status (if in doubt, please disclose).

In the event of a claim

In the event of a claim for damage, Council will facilitate the claim process.

Termination of the Arrangement

Should the organisation wish to terminate this arrangement, notice to that effect is to be received by Council prior to Council submitting it property insurance schedules to its broker for the next insurance year. (Schedules are normally submitted in July for the following 1 November insurance year).

Should Council wish to terminate arrangement sufficient notice in writing will be made to the organisation to ensure adequate time is available for the organisation to make alternative insurance arrangements (minimum two months).

Signature

I certify that the information given in this form and supporting documents is to the best of my knowledge, true, complete and correct. I understand the terms and conditions set under this arrangement and have authority act on behalf of the organisation.

Signature: _____

Position: _____

Name: _____

Date: _____