

Date as Postmark

To the Hirer

Dear Hirer

Public Liability Insurance

Groups hiring space in Council premises must have Public Liability insurance cover with a minimum limit of indemnity of £5,000,000, but we accept that this is not practical for one occasion or very short term lettings.

We have, therefore, arranged with the Council's insurance company to provide Public Liability insurance cover at an additional cost of 12% of the letting fee.

An outline of the cover provided by the policy can be obtained on request.

If you already hold the required Public Liability insurance cover, then please complete the attached form.

Yours sincerely

Pippa Johnson
Gateway Centre Manager.