

## INSURANCE FOR EVENTS

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### Certificate of Currency (COC)

- Proof of public liability insurance is required from all external contractors, vendors and suppliers attending campus in the capacity of providing a service or supplying equipment (eg. Props, lighting, sound equipment)
- The documentation required, confirms that the external company has the appropriate cover in place should damage to property or injury be caused by their equipment or to their employees/representatives.
- Confirmation of this insurance is a 'Certificate of Currency' also known as a 'Certificate of Insurance' and commonly abbreviated to the acronym "COC".
- You should request that the supplier/vendor provide a copy of their 'Public Liability Insurance Certificate of Currency' and advise that if this is not on hand, it is easily issued by their Insurance Provider or Broker who can email it forthwith.
- Many vendors who regularly visit business properties will be familiar with this request and most likely have a copy readily on hand. (eg. Mobile Food Vendors, Party Hire Suppliers)
- Vendors who should provide a COC in the normal course of their business who resist, delay or withhold the document or do not understand the request, should be avoided.
- A "COC" is not a copy of the business insurance policy or invoice. Do not accept.
- A "COC" is not a copy of the Gold Coast City Council Food Vendor Licence. This may also be required but does not indicate proof of insurance.
- A "COC" is required to be submitted for approval well prior to the event to check the following validity parameters:
  - Name of the individual or company insured (trading name must match)
  - Name of insurer
  - Type of cover (public liability) and policy number
  - Period of insurance is current (normally 12mths)
  - Limit of liability (eg. \$20m minimum)
  - Situation (eg. 'anywhere in Australia')

## Consideration and exceptions:

- If the 'insured' does not match the trading name of the vendor, complete an ABN search to confirm.
- If the dates on the period of insurance are not current, request the vendor contact their insurer to provide an updated version
- If indemnity limit is less than \$20 million, seek approval to assess and determine if the risk is low enough to accept reduced cover.
- Occasionally a sole trader or small business (for example, DJ's, sole traders, bands etc) may not have public liability insurance. Approval is required to determine if the risk is low enough to accept a "*Waiver of Liability & Indemnity*"<sup>1</sup> which can be signed by the business/individual to confirm they will not hold Bond responsible for damage they or their equipment may cause

## General Insurance

- Students, as part of their enrolment, are insured whilst on campus for any activity pertaining to academic endeavour.
- Enrolled students attending a University *approved* social event on campus are generally also covered by insurance given that all activities have been sanctioned.
- Students who are present on campus or attending social or educational events but not currently enrolled in study (eg. Leave of Absence) are not insured under Bond's General Insurance.
- External vendors and suppliers are not insured while on campus
- External guests to student events (eg other University students) are not covered.
- Student events that proceed *without* sanction or approval cannot be guaranteed as covered for liability.
- Student events held off campus are only insured if they are sanctioned by the University as part of the academic program or with special permission obtained. (eg Bond Aid)

Insurance for events is highly complex and often depends upon many contingencies. It is important for all student safety to ensure all activities and equipment at events are sanctioned and approved to prevent liability matters in the event of an incident.

If you have further queries in this area, it is important to make enquiries prior to planning your event to avoid disappointment.

For further information please contact the Manager Insurance & Risk (Ph: 5595 1693) or Student Events Officer (Ph: 5595 1211)

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<sup>1</sup> Note for internal office use only: The use of INVITEES WAIVER OF LIABILITY AND INDEMNITY form is a risk management tool for Bond University. Bond is involved in a wide range of student, faculty or staff run and organised activities. These activities range from low risk and routine to high risk. The Faculty/Office may decide to use the INVITEES WAIVER OF LIABILITY AND INDEMNITY form. In this document the Participant agrees that they have been informed of and understand the risks involved while participating in the activity described. Hold harmless and indemnification provisions are included. This form does not REPLACE a COC where the company/vendor is large enough to be considered viable to hold the correct business insurances.