

## **Some Questions and Answers about Insurance Forms 63 and 64 and caterers.**

*What is an independent caterer?*

An independent caterer is one hired by your branch to provide a meal for a monthly meeting, a BBQ, picnic, a Ladies Day etc. If the caterer is part of the organization from which you rent a meeting area they are not an independent caterer. Note: The cost of the meeting area may be combined with the meal or other charges so it may be thought of as 'free'.

*When do I use Form 63?*

Use Form 63 to confirm you are not using an independent caterer for your regular monthly meetings.

*I have signed a Form 63 to cover our monthly meetings, but what if we also have a BBQ or other event where we hire an independent caterer?*

You need to give any independent caterer a Form 64 requesting a certificate of liability insurance.

*When do I use Form 64?*

Any time you hire an independent caterer you need to provide that caterer with a Form 64 requesting a certificate of liability insurance. It is suggested you meet with the caterer and personally hand over Form 64 so you can determine if there's going to be a problem obtaining the required certificate. The certificate will typically need to be renewed each year.

*What if we change independent caterers during the year?*

Any time you change independent caterers you need to use Form 64 to request a new a certificate of liability insurance.

*Does Form 63 have to be renewed each year?*

No! provided there's no change during the year.

*Does Form 64 have to be renewed each year?*

Yes!

*Can I download a copy of Form 64 from the State website?*

Yes, but follow the printing instructions on Form 64A because each Branch's Form 64 needs the complete, official registered name, and you need to print only the specific page for your branch. If you just give a simple print command you will print a page for every branch – all 126 of them! Look up the specific page number which contains your proper branch name already included, and then specify you want just that page printed.