

**ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS
APPLICATION FOR SPECIAL EVENTS COVERAGE**

Name of Parish or Institution: _____

Date of Event: _____

Street Address: _____

(No P.O. Boxes) _____

City/State: _____ ZIP Code: _____

Type of Special Event (Example: wedding reception, anniv. party, etc. - Please Specify):

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage

Time of Event: From _____ To _____

Approximate Number of Participants: _____

Is Liquor Being Served? _____
Yes _____ No _____

(Please **Print** Lessee Name(s) or Organization)

(If a band is applying for coverage, please indicate genre.)

Lessee (Additional Insured) Contact Person:

Name: _____

Street Address: _____

City/State: _____ ZIP Code: _____

Telephone: _____

Is Food Being Served? _____
Yes _____ No _____

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly)

Please be sure to complete each required field in the top portion of this form.
Failure to do so may result in a delay or denial of coverage.

The Special Events Coverage provides \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability & \$500,000 Property Damage Liability coverage per event (not per claim). **Submission of application does not bind coverage-all events are subject to approval.**

This coverage is underwritten by **Nationwide Mutual Insurance Company**.

Cost of Coverage: \$110 Per Event *Please note: Fees are subject to change on July 1 of each year. Previously scheduled events will be billed for amount of increase.*

Coverage does not apply to certain events such as, but not limited to:

- Political Rallies
- Any carnival event
- Hip-Hop or Rap Bands (Except Christian Hip-Hop or Rap)
- Fireworks & fireworks displays
- Events involving alcohol being sold
- Sporting events including tournaments & camps
- Events with attendance of more than 1,000 persons
- Events which exceed 72 hours in duration
- Events involving pool or lake activities
- Events involving recreational vehicles
- Events organized or operated by professional promoters/performers
- Events involving BYOB (bring your own bottle)
- Events where a fee or admission is charged, unless all proceeds go to charity
- Amusement rides, including mechanically operated devices, trampolines, rebounding & bungee devices

NOTIFICATION OF AN EVENT MUST REACH THE CATHOLIC MUTUAL ST. PAUL SERVICE OFFICE
AT LEAST 15 DAYS IN ADVANCE OF THE EVENT

Please make check payable to: ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS - General Insurance Program

**COMPLETE AND RETURN THIS FORM TO: Catholic Mutual Group
267-8th Street East
St. Paul, MN 55101**

Please report all claims to C.M.G. Agency, Inc. Claims Department at 651-290-1605.

Approving Location: ST. PAUL, MN Phone No.: 651-290-1605 Fax No.: 651-290-1602

DISTRIBUTION: Original: C.M.G. Agency, Inc., Copies to Lessee and Parish or Institution

INSURANCE COVERAGE FOR SPECIAL EVENTS

Persons or groups renting parish property for a special event, such as a wedding reception, graduation party, community event, organizational meeting or other similar events, must have insurance to cover their event. If the event involves more than 50 people and/or alcohol, they must provide a Certificate of Insurance as proof of this coverage in the amount of at least \$1,000,000 Bodily Injury & Property Damage Liability Insurance and Host Liquor Liability (if liquor is being served). Homeowners Insurance will usually cover these types of events (renters should check with their Homeowners insurer to verify that their policy limit is sufficient to cover these events).

Special Events Coverage is available for purchase at \$110 per event by persons who do not have Homeowners Insurance or Renters Insurance to cover their event. Please refer to the updated Special Events Application for the types of events that do not qualify to purchase the coverage. When in doubt, please call our office if you have questions about what type of events are acceptable. Overnight events may be charged an additional fee. Please keep in mind that the fee for Special Events Coverage is subject to change from year to year, as the underwriters of this insurance may increase the fees that they charge to the Archdiocese. Since the policy year starts and ends on July 1, please remind persons who plan their rentals in advance that this fee may increase and that they will be responsible for the full amount.

Renters hosting events that cannot be covered by the Special Events Coverage will need to purchase coverage through an independent agent/insurance company and they must provide the church with evidence that they have purchased that coverage. A copy of the Certificate of Insurance should be given to the church and a copy should be sent to our office for approval, prior to the event, to be certain that they have adequate coverage.

Before your renters purchase the \$110 coverage, they should check with their Homeowner's Insurance agent to ask if their policy will cover their event. Their agent can then provide them with a Certificate of Insurance as evidence of their coverage. The Certificate should indicate the amount of coverage they have, the dates of coverage, the date of the event, type of event and include Host Liquor Liability, if alcohol is being served. Preferably, the certificate should name the church as "Additional Insured" for that specific event. The renter should then give the Certificate of Insurance to the church prior to the rental and a copy must be sent to our office for approval *at least 15 days prior to the event.*

There is no liability coverage available for the sale of liquor through a "cash bar" for your renter's events. It is against the law to sell liquor without a liquor license and only a licensed and fully insured liquor provider can dispense and sell alcohol for profit. Alcohol may be served at special events, but it may not be sold.

It is vital that individuals and groups using the parish facility for their own personal/business interests have appropriate insurance coverage in place, for their own protection as well as the parish's protection. Therefore, whenever you have questions, please call our office, (651) 290-1605.

Revised 2017