



ARCHDIOCESE OF PHILADELPHIA

SECRETARIAT FOR TEMPORAL SERVICES

Office for Insurance Services

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299
(215) 587-3640 • Fax (215) 587-2498

SPECIAL EVENTS APPLICATION
FOR THIRD PARTY LIABILITY INSURANCE

Location Name: _____

Street Address: _____

City, State & Zip Code: _____

Telephone #: _____ Facsimile #: _____

Applicant's Name: _____

Street Address: _____

City, State & Zip Code: _____

Telephone #: _____ Facsimile #: _____

Type of Event: _____
(Describe) _____

Date(s) of Event: _____

Time of Event: _____
(Include setup/cleanup time) From: _____ To: _____

Number of Attendees / Guests: _____

Admission Charge? Yes: _____ No: _____ If Yes, How Much? _____

Will alcoholic beverages, i.e. liquor, beer, or wine be served: Yes: _____ No: _____

(By state law, you may be required to obtain a liquor permit from the Pennsylvania Liquor Control Board.)

Note: Any alcoholic beverage must be served by a licensed caterer or professional bartender, and may not be available on a self-serve basis. If other explain:

All applicants wishing to lease or use Parish premises for a special event must provide evidence of insurance for the event and must name the Parish and the Archdiocese of Philadelphia as an additional insured using the wording below. If you are unable to provide such evidence of insurance, skip ahead to the section titled "Premium Computation."

At least two weeks prior to the event, I will provide evidence of General Liability Insurance with limits of at least \$1,000,000; and if alcoholic beverages will be served, Host Liquor Liability Insurance limits of \$1,000,000; otherwise, I agree to purchase the insurance as explained herein and will pay the cost as shown on the "Premium Computation" schedule.

Please attach a copy of the completed and signed License Agreement.

Applicant's Signature: _____ Date: _____

Pastor's Signature: _____ Date: _____
(or Location's authorized representative)

Note Carefully: This application must be completed and signed, and submitted to the Office for Insurance & Property Services two weeks prior to the date of the special event for any coverage to be in effect. Your failure to abide with these insurance requirements may result in the lease being terminated.

Any liability insurance provided for events held at the Parish (or other Archdiocesan Location) will include the following endorsement:

Named as Additional Insureds: His Eminence, Justin Cardinal Rigali, Archbishop of Philadelphia, and his successors, the Archdiocese of Philadelphia, and its Parishes therein (and their Pastors both in their individual capacity and in their capacity as Pastors), its Religious Institutions and other agencies, whether or not incorporated, which may have been set up to carry out programs on behalf of the Archdiocese or its Parishes or both, and any and all subsidiary entities, and any and all employees while acting within the scope of employment and volunteers while performing services for all of the foregoing.

PREMIUM COMPUTATION

If you are unable to provide the required evidence of insurance, you must secure this coverage through an arrangement provided by the Archdiocese of Philadelphia, Office for Insurance Services, by completing the section below. The Parish or Archdiocesan Location and the Archdiocese encourage you to secure your own insurance for your event and for your organization through your own insurance agent or broker, and makes no representation that the insurance coverages provided through this application will be as broad as or as well suited to your particular situation if the insurance were acquired by your own means.

The primary purpose of this insurance is to protect the Parish or Archdiocesan Location and Archdiocese from a loss arising out of your use of the premises for this event. **You or your organization will also be named as an additional insured under this policy which will provide the required policy limits of \$1,000,000 for General Liability, and if appropriate, Liquor Liability.** We advise you to review this insurance in consultation with your insurance agent or broker.

The premium charged covers only a portion of the cost to the Parish or Archdiocesan Location and Archdiocese for such insurance, any claims or ensuing legal action. In order to preserve our funding and to maintain our ability to serve you and others in keeping our facilities open for such events, we ask you to encourage your guests to practice good judgment and, please, if alcohol is served, not to drink and drive and to implement a designated driver program.

PREMIUM COMPUTATION INSTRUCTIONS: Circle the appropriate charge and submit this application with your check in the amount indicated to: **Archdiocese of Philadelphia, Office for Insurance Services, 222 N. 17th Street, Philadelphia, PA 19103-1299.** Your check should be made payable to: **“Archdiocese of Philadelphia: Insurance Account.”**

ONE DAY EVENT

# of Attendees	General Liability (No Alcohol)	General Liability (With Alcohol)
1 - 500	\$140.00	\$140.00
> 500	Submit for Premium	Submit for Premium

REGULARLY SCHEDULED BUSINESS MEETINGS

# of Events	# of Attendees	General Liability
1 x Year	1 – 50	\$50.00
1 x Year	51 – 250	\$100.00
1 x Month	1 – 50	\$150.00
1 x Month	51 – 250	\$250.00
2 x Month	1 – 50	\$200.00
2 x Month	51 – 250	\$300.00
1 x Week	1 – 50	\$250.00
1 x Week	51 – 250	\$350.00
2 x Week	1 – 50	\$750.00
2 x Week	51 – 250	\$850.00
-----	> 250	NOT AVAILABLE

(The above premiums are guaranteed through 11/1/2009 and thereafter are subject to change without notice.)

I am unable to provide the required evidence of insurance for General Liability with a limit of \$1,000,000 and, if alcohol is served, Host Liquor Liability with limits of \$1,000,000, and I am making application for such insurance and agree to the terms outlined above. My check for the amount selected above is attached, and I have attached a copy of the completed and signed License Agreement.

Applicant's _____ Date: _____
Signature: _____

Pastor's Signature: _____ Date: _____
(or Location's authorized representative)

Note Carefully: This application must be completed, signed, and submitted to the Office for Insurance Services two weeks prior to the date of the special event for any coverage to be in effect. Your failure to abide with these insurance requirements may result in the lease being terminated.

10/20/2008 version