



DIOCESE OF PITTSBURGH

***Protected Insurance Plan***

**Special Events Insurance Coverage**

**TO:** DIOCESE OF PITTSBURGH, INSURANCE/EMPLOYEE BENEFITS OFFICE

**FROM:** \_\_\_\_\_  
(Licensee Name) Sponsor of Event

**TYPE:** \_\_\_\_\_  
(Type of Event) i.e. Wedding, etc.

**DATE:** \_\_\_\_\_  
(Date of Event)

**START TIME OF EVENT:** \_\_\_\_\_ **END TIME OF EVENT:** \_\_\_\_\_

**APPROX. # OF ATTENDEES:** \_\_\_\_\_

**IS ALCOHOL BEING SERVERD:** \_\_\_\_\_ YES \_\_\_\_\_ NO

**LOCATION:** \_\_\_\_\_  
(Parish Facility) Parish, School, Institution, etc.

\_\_\_\_\_  
(Parish Address)

**LOCATION  
NUMBER:** \_\_\_\_\_  
(Insurance Office Location/Billing number)

Enclosed herewith, please find a check in the amount of **\$125\*** made payable to the **Diocese of Pittsburgh**, for Liability Insurance Coverage.

\_\_\_\_\_  
(Signature of Licensee)  
- Sponsor of Event -

**NOTE:** This form, along with the check must be returned to the Church so that it can be forwarded to Insurance/Employee Benefits within five (5) days from the date the Rental Agreement is signed.

**\*Rate of \$125 is effective for any and all booking paid after 5/1/2018. Rate is guaranteed through April 30, 2020. Events booked on or after May 1, 2020 may be subject to a rate change.**

(PHOTOCOPY THIS FORM AS NEEDED)



## Special Events Coverage

### General Liability Including Host Liquor Liability

The Diocese of Pittsburgh Insurance/Employee Benefits Office has contracted with an insurance carrier to provide general liability coverage for non-participant sponsored events being held in or on participating organization's properties.

Diocesan policy is such that a rental agreement should be made for each rental and that the purchase of this insurance coverage is **recommended** for all events but is **MANDATORY** when liquor is served. The cost of coverage is \$125 each event, must form part of the rental fee. **Rate is guaranteed only through April 30, 2020.**

The purchase of this is not applicable to parish sponsored programs. It only applies to rental of facilities by other parties. We are primarily concerned with events such as:

- |                |                          |
|----------------|--------------------------|
| 1) Weddings    | 4) Dinner Dances         |
| 2) Parties     | 5) Benefits              |
| 3) Graduations | 6) Outside Social Events |

The list is meant to be illustrative and not all-inclusive. If you have a question, please call us. Under terms of the policy, protection is extended to the host and/or organizer. In addition, the parish, Diocese and Bishop are additional insured, protecting our own Self-Insured Program.

We will expect you to keep in your file a signed copy of the Rental Agreement as soon as arrangements are made. Please send to us the Special Events Insurance Coverage along with a check for applicable fee no later than five days before the event for processing. If plans change and the coverage is not needed, the premium will be refunded. It is necessary that this agreement be executed prior to the date of actual event. It is our intention to provide carrier with the information obtained in compliance with notification requirements.

Your continued implementation of this policy is necessary to protect all. Failure to comply with same can have serious financial implications, in the event of accident and/or suit, for all this is at risk. Please make copies of the form provided on the reverse side for use. Any questions please call this office or Diocesan Legal office.