## LIABILITY INSURANCE FOR THE EVENTS OF OUTSIDE USERS AT

## DIOCESE OF MONTEREY FACILITIES EVENT DAYS OCTOBER 1, 2011 TO OCTOBER 1, 2012

INSTRUCTIONS: Please complete this form (be sure to provide all information requested). Return original to the Chancery with payment check. Please keep a copy for your files.

| Parish or Agency (Additional Insured – Lessor)  Facility/Building (i.e., Hall, School Gym, etc.) to be used and address (if different).  Parish Phone Number  Sponsoring Organization or Individual Lessee  Type of Event:  Date(s) of Event:  Contact Person:  Address:  Will liquor be served?  Yes No Will food be served?  Yes No If yes, Liquor Liability must be purchased—see below  COVERAGE IS PROVIDED ONLY FOR THE EVENT AND DATES SPECIFIED ABOVE. PROMPT NOTICE TO THE PROGRAM ADMINISTRATOR OF ANY LOSS OR INCIDENT IS REQUIRED!  Signature of Outside User/Named Insured  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Date  Insurance Coverage Provided by: Limit of General Liability Insurance: Host Liquor Legal Liability: Included  Liquor Liability (required if liquor is sold): Third Party Property Damage Deductible: Third Party Property Damage Deductible: Signature of Outside Insurance: Host Liquor Legal Liability: Included  1 to 100 Daily Attendance \$125   | the Chancery with payment check. Please keep a copy for your files.  (Be sure the check is made payable to "The Diocese of Monterey")  |       |   |                |              |  |
|--|--|-------|---|----------------|--------------|--|
| Sponsoring Organization or Individual Lessee  Type of Event:   | Parish or Agency (Additional Insured – Lessor)   |       | Street Address  | City           | Zip          |  |
| Type of Event:  Date(s) of Event:  Contact Person:  Address:  Will liquor be served?  Yes  No  Will food be served?  Yes  No  If yes, Liquor Liability must be purchased—see below  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed reques | Facility/Building (i.e., Hall, School Gym, etc.) to be   | e use | d and address (if different).   | Parish Pho     | one Number   |  |
| Date(s) of Event:  Contact Person:  Address:  Will liquor be served?  Yes  No Will food be served?  Yes  No Will liquor be SOLD?  Yes  No Will liquor be SOLD?  Yes  No Will liquor be SOLD?  Yes  No Will liquor Liability must be purchased—see below  COVERAGE IS PROVIDED ONLY FOR THE EVENT AND DATES SPECIFIED ABOVE. PROMPT NOTICE TO THE PROGRAM ADMINISTRATOR OF ANY LOSS OR INCIDENT IS REQUIRED!  Signature of Outside User/Named Insured  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Date  Insurance Coverage Provided by: Limit of General Liability Insurance: Host Liquor Legal Liability: Liquor Liability (required if liquor is sold): Third Party Property Damage Limit: Third Party Property Damage Deductible: Terrorism Coverage: Included  1 to 100 Daily Attendance \$125  WITH Liquor Liability \$200  101 to 500 Daily Attendance \$150  WITH Liquor Liability \$340  TOTAL PAYABLE: \$  Notification of this event must reach the Chancery at least seven (7) days prior to the event.  SEND COMPLETED FORM AND PAYMENT TO: Diocese of Monterey, CA 93942-2048  Monterey, CA 93942-2048  Attn: Insurance Dept.  Program Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Date  Date  Bully or Liability (required if liquor is sold): WITH Liquor Liability \$200  WITH Liquor Liability \$200  WITH Liquor Liability \$340  FORGRAM ADMINISTRATOR: Diocesan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443  Not insurance Dept.   | Sponsoring Organization or Individual Lessee   |       |   |                |              |  |
| Contact Person:  Address:  Will liquor be served?  Yes  No  Will food be served?  Yes  No  No  Will food be served?  Yes  No  Will food be served?  Yes  No  No  Well fush served and park set below  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, parket acknowledging recei | Type of Event:   |       | Number of (Daily) Particip  | ants:          |              |  |
| Address:  Will liquor be served?YesNo  | Date(s) of Event:  |       |   |                |              |  |
| Will liquor be served? Yes No Will food be served? Yes No Will food be served? Yes No Will food be served? Yes No If yes, Liquor Liability must be purchased—see below  COVERAGE IS PROVIDED ONLY FOR THE EVENT AND DATES SPECIFIED ABOVE. PROMPT NOTICE TO THE PROGRAM ADMINISTRATOR OF ANY LOSS OR INCIDENT IS REQUIRED!  Signature of Outside User/Named Insured Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Date Date  Insurance Coverage Provided by: Employers Fire Insurance Company Limit of General Liability Insurance: 1,000,000 Each Occurrence Included Additional Premium Applies (see below) Third Party Property Damage Limit: Third Party Property Damage Limit: Third Party Property Damage Deductible: 250 Per Claim Included  1 to 100 Daily Attendance \$125 WITH Liquor Liability \$200  101 to 500 Daily Attendance \$150 WITH Liquor Liability \$340  TOTAL PAYABLE: \$  Notification of this event must reach the Chancery at least seven (7) days prior to the event.  SEND COMPLETED FORM AND PAYMENT TO:  Diocese of Monterey PO Box 2048 Attn: Insurance Dept.  PROGRAM ADMINISTRATOR:  Diocesan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O., Box 7443 San Francisco, CA 9342-2048 Attn: Insurance Dept.  | Contact Person:  |       | Telephone Number:   |                |              |  |
| Will liquor be SOLD?  Yes  No  If yes, Liquor Liability must be purchased—see below  COVERAGE IS PROVIDED ONLY FOR THE EVENT AND DATES SPECIFIED ABOVE. PROMPT NOTICE TO THE PROGRAM ADMINISTRATOR OF ANY LOSS OR INCIDENT IS REQUIRED!  Signature of Outside User/Named Insured  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Date  Insurance Coverage Provided by: Limit of General Liability Insurance: Host Liquor Legal Liability: Liquor Liability (required if liquor is sold): Third Party Property Damage Limit: Third Party Property Damage Limit: Third Party Property Damage Deductible: Terrorism Coverage:  1 to 100 Daily Attendance  1 to 100 Daily Attendance  1 to 500 Daily  | Address:   |       |   |                |              |  |
| COVERAGE IS PROVIDED ONLY FOR THE EVENT AND DATES SPECIFIED ABOVE. PROMPT NOTICE TO THE PROGRAM ADMINISTRATOR OF ANY LOSS OR INCIDENT IS REQUIRED!  Signature of Outside User/Named Insured  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Date  Insurance Coverage Provided by: Employers Fire Insurance Company \$1,000,000 Each Occurrence Host Liquor Legal Liability: Included Liquor Liability (required if liquor is sold): Additional Premium Applies (see below) \$1,000,000 Each Occurrence / Aggregate \$250 Per Claim Included  Third Party Property Damage Limit: \$1,000,000 Each Occurrence / Aggregate \$250 Per Claim Included  1 to 100 Daily Attendance \$125 WITH Liquor Liability \$200  101 to 500 Daily Attendance \$150 WITH Liquor Liability \$340  TOTAL PAYABLE: \$  Notification of this event must reach the Chancery at least seven (7) days prior to the event.  SEND COMPLETED FORM AND PAYMENT TO: Diocesan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443 San Francisco, CA 94120-7443   | Will liquor be served? Yes N   | No    | Will food be served?  | Yes            | No           |  |
| Signature of Outside User/Named Insured  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Date  Insurance Coverage Provided by: Limit of General Liability Insurance: Host Liquor Legal Liability: Liquor Liability (required if liquor is sold): Third Party Property Damage Limit: Third Party Property Damage Deductible: Terrorism Coverage:  1 to 100 Daily Attendance \$125  101 to 500 Daily Attendance \$150  TOTAL PAYABLE: \$  Notification of this event must reach the Chancery at least seven (7) days prior to the event.  SEND COMPLETED FORM AND PAYMENT TO: Diocese of Monterey PO Box 2048 Monterey, CA 93942-2048 Attn: Insurance Dept.  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Signature of Pastor, Parish Administrator or Diocesan Payment and Short-Term Use Agreement  Signature of Pastor, Parish Administrator or Diocesan Payment and Short-Term Use Agreement  Signature of Pastor, Parish Administrator or Diocesan Payment and Short-Term Use Agreement  Signature of Pastor, Parish Administrator or Diocesan Payou.  Signature of Pastor, Parish Administrator or Diocesan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443 San Francisco, CA 94120-7443   | Will liquor be SOLD? Yes Yes N   | No    | If yes, Liquor Liability must   | be purchase    | ed—see below |  |
| Signature of Outside User/Named Insured  Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Date  Insurance Coverage Provided by: Limit of General Liability Insurance: Host Liquor Legal Liability: Liquor Liability (required if liquor is sold): Third Party Property Damage Limit: Third Party Property Damage Deductible: Terrorism Coverage:  1 to 100 Daily Attendance \$125  101 to 500 Daily Attendance \$150  TOTAL PAYABLE: \$  Notification of this event must reach the Chancery at least seven (7) days prior to the event.  PROGRAM ADMINISTRATOR: Diocese of Monterey PO Box 2048 Monterey, CA 93942-2048 Attn: Insurance Dept.  Signature of Pastor, Parish Administrator or Diocesan Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  Employers Fire Insurance Company \$1,000,000 Each Occurrence Included  Additional Premium Applies (see below) \$1,000,000 Each Occurrence / Aggregate \$250 Per Claim Included  WITH Liquor Liability \$200  WITH Liquor Liability \$340  FORGRAM ADMINISTRATOR: Diocesse of Monterey PO Box 2048 Attn: Insurance Dept.  Diocesa Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443 San Francisco, CA 94120-7443  | COVERAGE IS PROVIDED ONLY FOR THE EVENT AND DATES SPECIFIED ABOVE. PROMPT NOTICE TO THE  |       |   |                |              |  |
| Representative acknowledging receipt of completed request, payment and Short-Term Use Agreement  |  |       |   |                |              |  |
| Insurance Coverage Provided by: Limit of General Liability Insurance: Host Liquor Legal Liability: Liquor Liability (required if liquor is sold): Third Party Property Damage Limit: Third Party Property Damage Deductible: Terrorism Coverage:  1 to 100 Daily Attendance \$125 WITH Liquor Liability \$200  101 to 500 Daily Attendance \$150 WITH Liquor Liability \$340  TOTAL PAYABLE: \$  Notification of this event must reach the Chancery at least seven (7) days prior to the event.  SEND COMPLETED FORM AND PAYMENT TO: Diocess of Monterey PO Box 2048 Monterey, CA 93942-2048 Attn: Insurance Dept.  PROGRAM ADMINISTRATOR: Diocesan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443 San Francisco, CA 94120-7443   | Signature of Outside User/Named Insured  |       | Representative acknowledgin   | g receipt of c |              |  |
| Limit of General Liability Insurance: Host Liquor Legal Liability: Liquor Liability (required if liquor is sold): Third Party Property Damage Limit: Third Party Property Damage Deductible: Terrorism Coverage:  1 to 100 Daily Attendance \$125 WITH Liquor Liability \$200  101 to 500 Daily Attendance \$150 WITH Liquor Liability \$340  TOTAL PAYABLE: \$  Notification of this event must reach the Chancery at least seven (7) days prior to the event.  SEND COMPLETED FORM AND PAYMENT TO:  Diocesse of Monterey PO Box 2048 Monterey, CA 93942-2048 Attn: Insurance Dept.  PROGRAM ADMINISTRATOR:  Diocessan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443 San Francisco, CA 94120-7443   | Date   | _     | Date  |                |              |  |
| TOTAL PAYABLE: \$  Notification of this event must reach the Chancery at least seven (7) days prior to the event.  SEND COMPLETED FORM AND PAYMENT TO:  Diocese of Monterey PO Box 2048 Monterey, CA 93942-2048 Attn: Insurance Dept.  WITH Liquor Liability \$340  WITH Liquor Liability \$340  WITH Liquor Liability \$340  Diocesa Seven (7) days prior to the event.  PROGRAM ADMINISTRATOR:  Diocesan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443  San Francisco, CA 94120-7443   | Limit of General Liability Insurance: Host Liquor Legal Liability: Liquor Liability (required if liquor is sold): Third Party Property Damage Limit: Third Party Property Damage Deductible: |       | \$1,000,000 Each Occurrence<br>Included<br>Additional Premium Applies (see below)<br>\$1,000,000 Each Occurrence / Aggregate<br>\$250 Per Claim |                |              |  |
| Notification of this event must reach the Chancery at least seven (7) days prior to the event.  SEND COMPLETED FORM AND PAYMENT TO:  Diocess of Monterey PO Box 2048 Monterey, CA 93942-2048 Attn: Insurance Dept.  Diocesan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443 San Francisco, CA 94120-7443  | 1 to 100 Daily Attendance \$12   | 25    | WITH Liquor Liab  | ility \$       | 200          |  |
| Notification of this event must reach the Chancery at least seven (7) days prior to the event.  SEND COMPLETED FORM AND PAYMENT TO:  Diocese of Monterey PO Box 2048 Monterey, CA 93942-2048 Attn: Insurance Dept.  PROGRAM ADMINISTRATOR:  Diocesan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443 San Francisco, CA 94120-7443  | <b>101</b> to <b>500</b> Daily Attendance <b>\$1</b>   | 50    | WITH Liquor Liab  | ility \$       | 340          |  |
| Diocese of Monterey PO Box 2048 Monterey, CA 93942-2048 Attn: Insurance Dept.  PROGRAM ADMINISTRATOR:  Diocesan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443 San Francisco, CA 94120-7443   | TOTAL PAYABLE: \$  |       |   |                |              |  |
| Diocese of Monterey PO Box 2048 Monterey, CA 93942-2048 Attn: Insurance Dept.  Diocesan Unit Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443 San Francisco, CA 94120-7443   | Notification of this event must reach the  | Char  | ncery at least seven (7) days   | s prior to the | e event.     |  |
| PO Box 2048 Monterey, CA 93942-2048 Attn: Insurance Dept.  Arthur J. Gallagher & Co. Insurance Brokers P. O. Box 7443 San Francisco, CA 94120-7443   | SEND COMPLETED FORM AND PAYMENT TO:  |       | PROGRAM ADMINISTR   | PATOR:         |              |  |
|  | PO Box 2048<br>Monterey, CA 93942-2048   |       | Arthur J. Gallagher & Co<br>P. O. Box 7443<br>San Francisco, CA 94120   | -7443          | Brokers      |  |