

**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.
(Be sure the check is made payable to "The Diocese of Monterey")

Parish or Agency (Additional Insured – Lessor)	Street Address	City	Zip
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: _____ Number of (Daily) Participants: _____
 Date(s) of Event: _____
 Contact Person: _____ Telephone Number: _____
 Address: _____
 Will liquor be served? ___ Yes ___ No Will food be served? ___ Yes ___ No
 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

Date

Insurance Coverage Provided by:	Employers Fire Insurance Company
Limit of General Liability Insurance:	\$1,000,000 Each Occurrence
Host Liquor Legal Liability:	Included
Liquor Liability (required if liquor is sold):	Additional Premium Applies (see below)
Third Party Property Damage Limit:	\$1,000,000 Each Occurrence / Aggregate
Third Party Property Damage Deductible:	\$250 Per Claim
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
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
Phone: (415) 546-9300 x-8594