

DIOCESE OF CORPUS CHRISTI-062
APPLICATION FOR SPECIAL EVENTS COVERAGE

Name of Parish or Institution: _____

Date of Event: _____

NOTE: CATHOLIC MUTUAL MUST RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT. DO NOT SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.

Street (Physical) Address (NO P.O. BOXES): _____

Type of Special Event (Example: wedding reception, anniv. party, etc.
If event is a fundraiser, please be specific about what is occurring): _____

City/State: _____ ZIP Code: _____

Phone No.: _____

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage _____

(Please Print Lessee Name(s) or Organization)

Time of Event: From _____ To _____

Approximate Number of Participants: _____

Lessee (Additional Insured) Contact Person:

Name: _____

Street Address: _____

City/State: _____ ZIP Code: _____

Telephone: _____

Is Liquor Being Served? _____
Yes No

Is Food Being Served? _____
Yes No

**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, Property Damage, and Host Liquor Liability coverage per event (not per claim).

This coverage is underwritten by Great American Assurance Company, Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: **\$85.00 Per Event**

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS, SUCH AS, BUT NOT LIMITED TO:

- * Sporting events including tournaments & camps
- * Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
- * Events where a fee or admission is charged, unless all proceeds go to charity
- * Events with attendance of more than 1,000 persons
- * Events involving pool or lake activities
- * Events involving 'BYOB' (Bring your own bottle)
- * Any carnival event
- * Fireworks & fireworks displays
- * Events organized or operated by professional promoters/performers
- * Events which exceed 72 hours in duration
- * Overnight Stay (unless approved/additional charge of \$125)
- * Events involving recreational vehicles
- * Political Rallies

★ **SUBJECT TO APPROVAL BY C.M.G. AGENCY, INC.** ★

Please make check payable to: Diocese of Corpus Christi

**COMPLETE AND RETURN THIS FORM TO: Mr. Jeff Kisel
Catholic Mutual Group
8918 Tesoro, Suite 402
San Antonio, TX 78217-6220**

Please report all claims to C.M.G. Agency, Inc. Claims Department at 1-800-228-6108.

Approving Location: CORPUS CHRISTI, TX ATTN: JEFF KISEL
FAX NO.: 210-832-9139

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

WHAT IS SPECIAL EVENTS COVERAGE?

Special Events Coverage allows the Diocese of Corpus Christi to extend liability coverage to an individual/organization to the benefit of the parish/school and Diocese when parish facilities are used for non-parish sponsored events. Under our current program the Diocese of Corpus Christi as the property owner could be responsible for assuming both defense and indemnification cost (the cost associated with most injury claims). However, for a fee of \$85 per event (\$125 for an overnight event), \$1,000,000 in liability coverage will be extended to the non-parish sponsored facility user (lessee), the parish/school and Diocese of Corpus Christi. When utilized, the funds to cover these losses do not come direct from the Self-Insurance Program; rather the risk has been transferred to an outside carrier. **THIS IS A TREMENDOUS BENEFIT TO THE SELF-FUNDED INSURANCE PROGRAM BENEFITING ALL DIOCESAN ENTITIES. IN ADDITION, IF YOU ALLOW OUTSIDE GROUPS TO USE YOUR PROPERTIES FOR NON-SPONSORED ACTIVITIES IT IS MANDATORY THIS COVERAGE BE USED.**

WHEN SHOULD SPECIAL EVENTS COVERAGE BE UTILIZED?

Special Events Coverage can be used when a parish or other church institution is allowing an individual/organization to use its facilities for a non-parish sponsored activity. When determining whether or not an activity is parish sponsored, the following questions are helpful.

1. Does the parish have full control or final decision making authority over the function?
2. Do fees associated with the function flow through parish accounts?
3. If applicable, is the function open to all parish members?
4. Is the purpose of the function to facilitate learning, raise funds for the parish or to provide a social service on behalf of the parish?
5. Is the organizer or leader of the function a parish employee or volunteer?

Generally, if the answer to any of the above questions is "no", the activity is not parish sponsored meaning that the facility user needs to provide insurance which includes the Diocese of Corpus Christi and the parish as additional insureds.

When it is determined that an activity is non-parish sponsored, Special Events coverage must be purchased. IT IS MANDATORY.

WHO IS ELGIBLE FOR SPECIAL EVENT COVERAGE?

Special Events coverage is designed for dioceses, schools and parishes and can be extended to individuals and/or organizations (either profit or non-profit). Many individuals need this coverage for events such as private wedding receptions or family reunions. Non-profit organizations such as a charity organization may need the coverage for a pancake breakfast. A for-profit organization such as a local business may need the coverage for an employee Christmas party held on parish facilities

WHAT IS COVERED BY SPECIAL EVENTS COVERAGE?

Below is a brief explanation of what is covered by Special Events Coverage along with some items that are excluded. Please note that the actual coverage form must be examined for an exhaustive explanation of what is covered and excluded.

- Most non-parish sponsored activities are covered by Special Events Coverage. Common examples are wedding receptions, family reunions, awards banquets, and fundraisers.
- \$1,000,000 in liability coverage for bodily injury and property damage is provided for the special event user, parish, and arch/diocese. Please note that the \$1,000,000 limit is shared by the covered parties.
- Some types of events are not covered.
 - Any event lasting longer than 72 hours
 - Fireworks
 - Events involving more than 1000 people
 - Events where admission is charged unless all proceeds go to charity
 - Events involving amusement devices or trampolines
 - Carnivals
 - Any event organized or run by a professional promoter
 - Sporting events including camps and tournaments
 - Events involving pool or lake activities
 - Events involving recreational vehicles

HOW DO I COMPLETE AND PROCESS THE SPECIAL EVENTS APPLICATION FORM?

The attached application form should be completed in full and must include the following information:

1. Name of Parish or Institution – Please include the name and address of the parish or facility where the event will be held.
2. Lessee Information (additional insured) – Please include the name of the individual(s) or organization holding the non-parish sponsored event.
3. Lessee (additional insured) Contact Person – Please indicate the name, address, and telephone number of the person primarily responsible for the activity.
4. Type of Activity – Please provide a brief description of the activity including the date, time, approximate number of participants, whether or not food and/or liquor is being served.
5. Processing the Completed Application – One copy of the application should be given to the lessee, another retained for your records, and a third submitted to Catholic Mutual at 8918 Tesoro, Suite 402 San Antonio, Texas 78217. Please forward the application along with a check for \$85 payable to the **DIOCESE OF CORPUS CHRISTI**. The original application and check must be submitted at least 15 business days prior to an event. (Unlike the past, we must now forward the application to the carrier for approval. They will contact us within 48 hours of their receipt to advise if coverage will be afforded).

Any questions regarding the completion or processing of the application should be directed to the Claims Risk Manager for the Diocese, Jeff Kisel at 1-888-712-0888.

ARE THERE RISK MANAGEMENT GUIDELINES TO ASSIST MY PARISH IN ALLOWING OUTSIDE USE OF ITS FACILITIES?

Risk Management Guidelines are available to assist your parish in allowing outside organizations to use your facilities. Information includes, but is not limited to, liquor liability control, security, and food handling. Please contact the Claims Risk Manager for further information.