

DIOCESE OF SPRINGFIELD
Special Event Insurance Request Form

Parish/Institution Information

NAME:	
ADDRESS:	
CITY:	
STATE:	
ZIP CODE:	
TELEPHONE #:	
EMAIL ADDRESS:	

*Insurance Certificates will be sent via email. Please make sure to provide a valid email address for the Parish.

Lessee Information (Person requesting Special Event Coverage)

NAME:	
ADDRESS:	
CITY:	
STATE:	
ZIP CODE:	
TELEPHONE #:	

Event Information

DATE OF EVENT:	
TYPE OF EVENT:	
TIME OF EVENT:	<input type="checkbox"/> AM / <input type="checkbox"/> PM TO <input type="checkbox"/> AM / <input type="checkbox"/> PM
APPROX. NUMBER OF PARTICIPANTS	
IS LIQUOR BEING SERVED?	<input type="checkbox"/> Yes <input type="checkbox"/> No What kind of liquor is being served? <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor Do you need Host Liquor Liability Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No
IS FOOD BEING SERVED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
WILL VENDORS OR EXHIBITORS BE PRESENT?	Vendors: <input type="checkbox"/> Yes <input type="checkbox"/> No Exhibitors: <input type="checkbox"/> Yes <input type="checkbox"/> No

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

- Sporting events including tournaments & camps – please contact the office regarding these events
- Amusement rides, including mechanically operated devices, trampolines & rebounding devices
- Events where a fee or admission is charged, unless all proceeds go to charity
- Events involving pool or lake activities – please contact the office regarding these events
- 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
- Events involving recreational vehicles
- Political Rallies
- All Bounce houses and Inflatable Amusement Devices and Climbing Walls

If you have any questions, please contact the Office of Fiscal Affairs at 413.452.0513