

Special Events Enrollment Form

Effective 2/15/22

Use: This form is used to enroll Event Sponsors into the Diocese's Special Events Insurance Program.

Process: Please send to the Diocese's Finance Office a completed enrollment form and appropriate payment. The form and check must be received no later than three business days before the event date.

Do not enroll an event if the event sponsor is able to provide a Certificate of Insurance (see below). Mail completed forms to:

Attn: Sara Ducar - Special Events Ins. Diocese of Greensburg 723 East Pittsburgh Street Greensburg, PA 15601 Phone: (724) 552-2517 Fax: (724) 837-0857	For questions, contact: Porter & Curtis, LLC: 1-610-891-7956
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Parish Name:	Parish: Street Address: City: Contact Name & Phone #:
Event Sponsor Type	Individual <input type="checkbox"/> Organization <input type="checkbox"/>
Event Sponsor Name:	
Event Sponsor Address:	Street: City: State: Zip:
Event Date:	
Event Time:	Start: End:
Event Type (enter from Acceptable Event Types):	
Number of Participants (up to applicable maximum from Acceptable Event Types):	
Is alcohol being served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event Premium (from Acceptable Event Types):	\$ _____
Pastor/Principal Signature:	

Description of Program: Before any individual or group ("Event Sponsor") rents Parish property for a private event or meeting, they must provide proof of insurance in the form of a Certificate of Insurance. An acceptable certificate is a certificate that includes the following:

1. The event sponsor as the named insured;
2. Commercial or general liability coverage with a limit of at least \$1,000,000;
3. A policy period inclusive of the event date;
4. A specific reference to all of the following: the event date, Parish property and description of event; and
5. The Parish and Diocese as additional insureds.

If an event sponsor is unable to furnish a Certificate of Insurance, the event must be enrolled in the Diocese's special events insurance program. The primary purpose of this special events insurance program is to protect the Parish and Diocese from a loss arising out of an event sponsor's use of Parish property. Under certain circumstances, the program may provide protection for the event sponsor. However, the Parish and Diocese make no representations that the program is as broad as coverage that an event sponsor could acquire on their own.