

DIOCESE OF ARLINGTON, VA
APPLICATION FOR SPECIAL EVENTS COVERAGE
Please report all claims to Office of Risk Management at 1-703-841-2503

Name of Parish or Institution: _____

Date of Event: _____

Type of Special Event (Example: Wedding Reception, Anniversary Party, etc. Please specify.): _____

Street Address: _____

City/State: _____ ZIP Code: _____

Applicants Contact Information:

Name: _____

Street Address: _____

City/State/ZIP: _____

Telephone: _____

Time of Event: From : _____ To: _____

Approximate Number of Participants: _____

Is Liquor Being Served? Yes No

Is Food Being Served? Yes No

E-mail address to receive approval confirmation:

Terms of the Policy:

***The Special Events coverage provides \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Host Liquor Liability Coverage.**

***Notification of an event must reach the Office of Risk Management at least 15 days in advance of the event.**

***A liquor license may be required by the state if you are serving alcohol/liquor, please contact Risk Management for information.**

***Applicant must also complete a Facility Use Agreement.**

***You must notify the Office of Risk Management at least 24 hours in advance if the event is cancelled to be considered for a refund**

Cost of Coverage: \$90 per event}
Administration and Processing Fee: \$40 per event} **Total Charge: \$130 Per Event**

Coverage **does not** apply to certain events such as, but not limited to:

- Sporting events, including tournaments and camps
- Any carnival event
- Amusement rides, including mechanically operated devices, trampolines and rebounding devices
- Fireworks and fireworks displays
- Events where a fee or admission is charged, unless all proceeds go to charity
- Events organized or operated by professional promoters/performers
- Events with attendance of more than 1,000 persons
- Events which exceed 72 hours in duration
- Events involving pool or lake activities
- Events involving recreational vehicles

COVERAGE IS SUBJECT TO APPROVAL BY WALDORF & ASSOCIATES AGENCY

This coverage is underwritten by Underwriters at Lloyd's, Policy No. F140118

Checks should be made payable and submitted to: Diocese of Arlington
Office of Risk Management
200 North Glebe Road, Suite 600
Arlington, VA 22203

Signature of Applicant: _____

Approval of Parish/Institution: _____