

**LIABILITY INSURANCE FOR THE EVENTS OF OUTSIDE USERS AT  
DIOCESE OF SANTA ROSA FACILITIES  
EVENT DAYS OCTOBER 1, 2011 TO OCTOBER 1, 2012**

**INSTRUCTIONS:** 1) Complete this form provide all information requested, make 3 copies 2) One copy is for the Outside User, 3) One copy for your file, 4) Immediately mail the original with payment to Arthur J. Gallagher & Co. 5) and one copy to the Chancery office.

OUR LADY OF GUADALUPE CHURCH, 8400 OLD REDWOOD HWY, WINDSOR, CA 95492  
 Parish or Agency (Additional Insured – Lessor) Street Address City Zip  
 MARY AGATHA FURTH CENTER, Parish Hall (707) 837-7620  
 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 Limit: \$1,000,000 (excess \$250 deductible)**  
**Terrorism Coverage: Included**

Coverage includes mandatory coverage as per the Terrorism Risk Insurance Act of 2002 and its extensions.

\_\_\_\_\_ 1 to 100 Daily Attendance ... **\$102**      \_\_\_\_\_ **WITH** Liquor Liability ... **\$178**

\_\_\_\_\_ 101 to 500 Daily Attendance ... **\$132**      \_\_\_\_\_ **WITH** Liquor Liability ... **\$318**

**TOTAL PAYABLE: \$**

**This notification of an event *must* reach the Chancery at least seven (7) days prior to the event.**

**PROGRAM ADMINISTRATOR: Remit completed form and Check payable to:**  
**“Arthur J. Gallagher & Co. Insurance Brokers”**  
**P. O. Box 7443**  
**San Francisco, CA 94120-7443**  
**Phone: (415) 546-9300**

**Remit copy of Completed Form:**  
**Diocese of Santa Rosa**  
**P. O. Box 1297**  
**Santa Rosa, CA 95402**  
**Attn: Insurance Department**

## SCHEDULE OF RISK CLASSIFICATIONS (Low Minimum Hazard Risks)

### CLASS I

Anniversary Parties  
Antique Shows  
Art Festivals  
Art Shows  
Award Presentations  
Ballets or other Classical Dance Shows  
Banquets  
Bazaars  
Beauty Pageants  
Birthday Parties  
Body Building Contests  
Business Shows  
Charity Benefits, Auctions or Sales  
Church Services or Meetings  
Civic Club Meetings  
Classical Music Concerts-Indoors  
Consumer Shows  
Conventions in Buildings  
Craft Shows  
Debuts  
Debutante Balls  
Drill Team Exhibitions  
Educational Exhibitions  
Electronics Conventions  
Fashion Shows  
Fishing Events

Flower Shows  
Garden Shows  
Graduations  
Harvest Festivals-No farm implements/equip.  
Home Shows  
Jam and Jazz Concerts-Indoors  
Job Fair-Indoors  
Ladies Club Events  
Lectures  
Luncheons  
Meetings-Indoors  
Pageants  
Professional and Amateur Association Mtgs.  
Reunions-Indoor

***Scouting Jamborees-No overnight camping***

Seminars  
Social Receptions  
Speaking Engagements  
Symphony Concerts  
Teleconferences  
Telethons  
Trade Shows-Indoors  
Vacation Shows  
Voter Registration  
Wedding Receptions

***All Other Events: Refer to Arthur J. Gallagher & Co***