

**LIABILITY INSURANCE FOR THE EVENTS OF OUTSIDE USERS AT
DIOCESE OF SANTA ROSA FACILITIES**

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.

(Be sure the check is made payable to "Arthur J. Gallagher & Co.")

OUR LADY OF GUADALUPE CHURCH
MARY AGATHA FURTH CENTER 8400 OLD REDWOOD HWY, WINDSOR, CA 95492

Parish or Agency (Additional Insured - Lessor) Street Address City Zip

HALL (Mary Agatha Furth Center)

Facility/Building (i.e. Hall, School Gym, ...) To be used and address if different from above.

Sponsoring Organization or Individual Lessee (Named Insured) Type of Event (reception, meeting... Please specify.)

Contact Person(s) Date of Event

Address City, State Zip Telephone Time of Event

Liquor being served? Yes No Food being served? Yes No Number of Participants: _____
If Yes, Liquor Liability Must be included – see below

*Coverage is provided only for the event and dates specified above.
Prompt notification to the program administrator of any loss or incident is required.*

Date of Request

Signature of Outside User/Named Insured

Signature of Pastor, Parish Administrator or Diocesan Representative
acknowledging receipt of completed request, payment & Short Term Use Agreement.

Liability Insurance Coverage provided by: **Clarendon National Insurance Company**
Limit of General Liability coverage: **\$1,000,000 Occurrence**
Aggregate - None

Cost of coverage premium: (Check One)

_____ \$125.00 per day/per event; 1-100 Attendees	_____ \$200.00 WITH Liquor Liability
_____ \$150.00 per day/per event; 101-500 Attendees	_____ \$335.00 WITH Liquor Liability
_____ \$200.00 per day/per event; 501-1500 Attendees	_____ \$460.00 WITH Liquor liability

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