

## **Special Events Insurance Coverages**

- 1) **Special Events (One Time)** – coverage for events not considered a ministry or activity of the parish, mission, station, or school. Examples, include wedding receptions, rehearsal dinners, festivals, craft fairs, quinceanera receptions, family reunions, etc. The third party using the facility will need to complete an Agreement for Use of Parish Facilities. Please see the following link - [http://dioceseofraleigh.org/sites/default/files/files/agreement\\_parish\\_facilities.pdf](http://dioceseofraleigh.org/sites/default/files/files/agreement_parish_facilities.pdf). This agreement identifies the purpose of the use, times, and terms of the use. Both the parish and the entity using the facility will need to sign the document. Insurance coverage will need to be taken out by the entity using the facility and can be accomplished by the following. **Contact:** If no alcohol is provided or if alcohol is being provided and it is not a fundraiser, use the internet based special events coverage <http://www.kandkinsurance.com/sites/Tulip/pages/DioceseEligibility.aspx>. If alcohol is being provided as part of a fundraiser and / or inflatables will be used, contact Katie Navin, Client Services Manager, Arthur J. Gallagher, Inc., [Katie\\_navin@ajg.com](mailto:Katie_navin@ajg.com) 630-228-6665 and complete a paper application (Application for Special Events Coverage – see link - <http://dioceseofraleigh.org/sites/default/files/files/SpecialEventsCoverage-InflatablesandLiquor.pdf>). If the event is ministry or parish related (such as, faith formation classes, bible studies, parish support groups, parish sponsored boy scout or girl scout troop on-site meetings, etc.), then the event falls under the Diocesan coverage and special event coverage is not needed.
- 2) **Special Events (Recurring)** – coverage for recurring events not considered a ministry or activity of the parish, mission, station, or school. Examples, home school groups, community organizations, support groups not sponsored by the parish, fraternal organizations, etc. The third party using the facility will need to complete an Agreement for Use of Parish Facilities Please see the following link - [http://dioceseofraleigh.org/sites/default/files/files/agreement\\_parish\\_facilities.pdf](http://dioceseofraleigh.org/sites/default/files/files/agreement_parish_facilities.pdf). This agreement identifies the purpose of the use, times, and terms of the use. Both the parish and the entity using the facility will need to sign the document. Insurance coverage will need to be taken out by the entity using the facility and can be accomplished by the following. **Contact:** Katie Navin, Client Services Manager, [Katie\\_navin@ajg.com](mailto:Katie_navin@ajg.com) 630-228-6665 and complete a paper application (Application for Special Events Coverage for Recurring Meeting – see link - <http://dioceseofraleigh.org/sites/default/files/files/SpecialEventsCoverage-RecurringEvents.pdf>).
- 3) **Excluded Special Events** – coverage for any activity with firearms, fireworks, motorized vehicles, events with greater than 1,000 people, events that last more than 72 hours, and those that use inflatable devices are generally not covered. Non-parish athletic events (free throw contests, flag football, 5K runs, etc.) can be covered, however the parish needs to supply additional information prior to coverage. **Contact:** Katie Navin, Client Services Manager, [Katie\\_navin@ajg.com](mailto:Katie_navin@ajg.com) 630-228-6665.