

**Diocese of Shreveport
Application for Special Events Coverage**

Name of Parish,
School, or Agency: _____
Street Address: _____
City, State, Zip Code: _____
Phone: _____
Contact Person: _____
(printed name)

Date of Event: _____
Type of Event (Example: Wedding Reception
Anniversary Party, Etc. - Please Specify): _____
Time of Event: From: _____ To: _____
Approximate Number of Participants: _____

Lessee (Additional Insured) Information:
Name of Sponsoring Organization and/or
Individual Requesting Coverage: _____

Will there be Liquor at the event?
Yes No

Street Address: _____
City, State, Zip Code: _____
Telephone: _____
Lessee Signature _____

Is Liquor being sold, included in the price of admission, or
provided at a fundraiser?
Yes No
If yes, a separate, additional Liquor Liability policy is required.
Is Food Being Served? Yes No
Overnight Event? Yes No

The Special Events coverage provides \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Host Liquor Liability coverage per event (not per claim).

This coverage is underwritten by Great American Assurance Company.

Cost of Coverage: \$125 Per Event \$150 For an Overnight Event
(Need Prior Underwriting Approval) (Need Prior Underwriting Approval)

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

- Amusement rides, mechanically operated devices, trampolines, & rebounding devices
- 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
- Sporting events including tournaments & camps
- Events which exceed 72 hours in duration
- Events involving pool or lake activities
- Events involving recreational vehicles
- Fireworks & fireworks displays
- Any Carnival Event
- Liquor Liability (Dram Shop) coverage

For Company Use only:

**NOTIFICATION OF AN EVENT MUST REACH ARTHUR J. GALLAGHER
AT LEAST 15 DAYS IN ADVANCE OF THE EVENT
*ALL EVENTS NEED PRIOR APPROVAL BY K & K Insurance Group, Inc.***

Please make check or money order payable to:

COMPLETE AND RETURN THIS FORM TO:

Arthur J. Gallagher Risk Management Services

Arthur J. Gallagher Risk Management Services

Do not send cash.

Attn: Julia Seidel Phone: (630) 285-3579
Two Pierce Place Fax: (630)285-4062
Itasca, IL 60143 E-mail: julia_seidel@ajg.com

Please report all claims to K & K Insurance Group, Inc. Claims department at 1-800-237-2917

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All Events must be reported 15 days prior to effective date.