**DIOCESE OF SPRINGFIELD**

**Certificate of Liability Request Form**

**Parish/Institution Information**

|  |  |
| --- | --- |
| NAME: | Immaculate Heart of Mary |
| ADDRESS: | 256 State State St. |
| CITY: | Granby |
| STATE: | MA |
| ZIP CODE: | 01033 |
| TELEPHONE #: | 413-467-9821 |
| EMAIL ADDRESS: | parishihmgranby@gmail.com |

**\*Insurance Certificates will be sent via email. Please make sure to provide a valid email address for the Parish.**

**Certificate Holder Information (Person/Entity requesting Certificate of Liability)**

|  |  |
| --- | --- |
| NAME: |       |
| ADDRESS: |       |
| CITY: |       |
| STATE: |       |
| ZIP CODE: |       |
| TELEPHONE #: |       |
| Has the Certificate Holder requested to be listed as “Additional Insured”? [ ] Yes [ ] No |

**Event Information**

|  |  |
| --- | --- |
| DATE OF EVENT: |       |
| TYPE OF EVENT: |       |
| TIME OF EVENT: |       [ ] AM / [ ] PM | TO |        [ ] AM / [ ] PM |
| APPROX. NUMBER OF PARTICIPANTS |       |
| IS LIQUOR BEING SERVED? | [ ] Yes [ ] NoWhat kind of liquor is being served? [ ] Beer [ ] Wine [ ] LiquorDo you need Host Liquor Liability Coverage? [ ] Yes [ ] No |
| IS FOOD BEING SERVED? | [ ] Yes [ ] No |
| WILL VENDORS OR EXHIBITORS BE PRESENT?  | Vendors: [ ] Yes [ ]  No Exhibitors: [ ] Yes [ ] No |

**COVERAGES DOES NOT APPLY TO CERTAIN EVENTS, SUCH AS, BUT NOT LIMITED TO:**

* **Sporting events including tournaments & camps – please contact the office regarding these events**
* **Amusement rides, including mechanically operated devices, trampolines & rebounding devices**
* **Events where a fee or admission is charged, unless all proceeds go to charity**
* **Events involving pool or lake activities – please contact the office regarding these events**
* **Events involving ‘BYOB’ (Bring your own bottle)**
* **Any carnival event**
* **Fireworks & fireworks displays**
* **Events organized or operated by professional promoters/performers**
* **Events which exceed 72 hours in duration**
* **Events involving recreational vehicles**
* **Political Rallies**
* **All Bounce houses and Inflatable Amusement Devices and Climbing Walls**

If you have any questions, please contact the Office of Fiscal Affairs at 413.452.0696