



September 1, 2018

RE: Special Events Program for Parishes and Schools

Dear Pastor:

The use of Catholic Bishop of Chicago owned (Parish) facilities by outside parties (non-parish organizations) has increased over the years. As utilization increases, and in our litigious environment, we need to address the liability associated with offering Parish facilities for these events.

To be considered a Parish/School sponsored event, there are two basic tests that the group hosting the event must meet:

1. The Pastor has the authority to start, direct, control, manage, expand, or eliminate the activities of the organization, and
2. The Pastor has the authority to sign checks on the organization's checking account and receives monthly statements.

When a person or organization requests to use your facility for an event that does not pass these basic tests, then the person or group is required to provide proof of insurance. In the absence of already having a Commercial General Liability (CGL) policy, the Archdiocese sponsors an insurance program (through our insurance broker Arthur J. Gallagher & Co.) specifically designed to accommodate non-sponsored special events. In so doing, the Archdiocese reduces the liability exposure to its self-insured insurance fund. A fund to which your parish contributes.

The Archdiocese acknowledges the Parish's role in providing facilities to its parishioners and the surrounding community. The addition of this coverage helps to provide the continued availability of these facilities.

Parishes that provide cake, coffee or refreshments to the participants after baptisms and funeral masses as part of the ministry of those sacraments are not required to have the family complete a Special Events Coverage Packet. These events are considered parish-sponsored. When a family at these events requests the use of the facility for a private luncheon/dinner, a Special Events Coverage Packet must be completed by the user. An appropriate facility fee/contribution should be considered.

Examples of non-sponsored events includes:

1. Wedding receptions, anniversary receptions, class reunions, birthday and other parties.
2. Workshops hosted by non-Parish group
3. Gatherings of civic and social clubs
4. Any athletic or non-athletic single day or multi-day events



Enclosed you will find the Special Events Facilities License Agreement (from the Office of Legal Services) to be completed for all requests to utilize Parish Facilities for events not sponsored by the Parish. Feel free to make photocopy for additional copies.

Additionally, if the person or organization needs to acquire a special event insurance policy, the coverage and application information regarding our Archdiocesan sponsored program is attached.

You should also notify, in writing, any known groups or organizations that are independent of the Parish/School that they should not utilize or reference the Parish or School name in their organization's name or in printed materials. Program participants may have the mistaken belief that it is a Parish-sponsored activity.

The rates and forms in this package are good through September 13, 2019. Please feel free to contact me at (312) 534-8295 or rrabs@archchicago.org with any questions you may have.

Sincerely,

A handwritten signature in blue ink that reads "Rich".

Richard E. Rabs, AIC, ARM
Manager
Insurance & Risk

SPECIAL EVENT FACILITIES LICENSE AGREEMENT

NOTE TO PREPARER

This form was intended to help parishes of the Archdiocese of Chicago memorialize terms for allowing use of parish space on a single-event basis such as allowing a parishioner to use the church basement for a family party. This agreement is not appropriate for regular use of space or property. Do not change language of the form. All variable information can be included in the blanks and in Exhibit B. Please be sure to read the whole agreement before using it.

Insurance requirements for special events can be found on the webpage for the Department of Risk Management under “Special Events/Facility Usage”. Please read the memorandum carefully at the webpage.

This agreement form is an alternative to the “Insurance and Hold Harmless Agreement” form found at the above-mentioned “Special Events/Facility Usage”. Use one of the two forms, not both.

Carefully read Section 9 of the agreement regarding insurance. Insurance questions should be directed to the Office of Insurance and Risk Management, at 312-534-8295. Making sure the user has appropriate insurance is very important!

Legal questions about the license agreement form such as whether it is the appropriate form for a particular situation or whether certain changes can be made, should be referred to Gary R. Ansier, Senior Counsel, Office of Legal Services at 312-534-8306 or gansier@archchicago.org.

SPECIAL EVENT FACILITIES LICENSE AGREEMENT

Defined Terms:

LICENSOR:

_____ Parish on behalf of
The Catholic Bishop of Chicago, an Illinois corporation sole
Phone: _____; Fax: _____
Contact Person: _____

LICENSEE:

Legal Name: _____
Address: _____
Phone: _____; Fax: _____
Contact Person: _____

FACILITIES:

(Include name of building, rooms,
restrooms, kitchen, parking areas)

ADDRESS OF FACILITIES:

PERSONAL PROPERTY:

(Include tables, chairs, audio visual
equipment, gym equipment cleaning
equipment, kitchen equipment,
appliances and other kitchen items
Licensee may use, if any)

TIME OF USE:

(Include date and hours, inclusive of set-up and clean-up time)

PERMITTED USE:

(Description of approved event, type of guests, activity which shall occur in Facilities. Note specific requirements for serving or selling alcohol in Section 9(a) and 10(c))

APPROVED VENDORS:

(Include caterer, DJ)

COMPENSATION AMOUNT:

SECURITY DEPOSIT:

PLACE OF PAYMENT:

(If keys are to be picked up and dropped off at a location other than the Place of Payment, please explain)

_____, Illinois _____

This **SPECIAL EVENT FACILITIES LICENSE AGREEMENT** (“License”) between Licensor and Licensee is made effective as of the later of the two dates accompanying the signatures below. In consideration of the mutual covenants and agreements herein set forth, Licensor hereby grants to Licensee a revocable license for the use of the Facilities, upon and subject to all the terms, conditions and provisions herein set forth.

- 1) **TIME OF USE.** This License shall be valid for the Time of Use.
- 2) **COMPENSATION.** Licensee shall pay to Licensor the Compensation Amount at the Place of Payment no later than one (1) day before the commencement of the Time of Use.
- 3) **SECURITY DEPOSIT.** Licensee shall deposit the Security Deposit at the Place of Payment no later than fifteen (15) days before the commencement of the Time of Use as security for Licensee’s performance under this License. The Security Deposit is not an advance payment of the Compensation Amount or a measure of damages. If Licensee violates the terms of this License, Owner may apply the whole or any part of the Security Deposit to the payment of any sum due,

including, but not limited to, restoration and/or cleanup costs necessary at expiration of the License. Should the Licensee comply with all of the covenants and conditions of this License, the Security Deposit or any balance thereof shall be returned to Licensee within five (5) days after the end of the Time of Use.

- 4) **USE.** Licensee shall use and occupy the Facilities for the Permitted Use and none other. Licensee shall not enter onto or use any of Licensor's real property other than the Facilities for the Use.
- 5) **PERSONAL PROPERTY.** Licensee may use the Personal Property and no other personal property of Licensor. If Licensee is permitted by Licensor to provide catering at the Facilities, Licensee shall be responsible for its own equipment, set up and clean up. Licensee shall be responsible for bringing its event supplies, including but not limited to plates and linens.
- 6) **CONDITION OF FACILITIES AND PERSONAL PROPERTY.** Licensee accepts the condition of the Facilities and Personal Property "AS IS" and "WHERE IS". No representations as to the condition or repair thereof have been made by Licensor or its agents prior to or at the execution of this License that are not herein expressed or endorsed.
- 7) **TIME OF USE.** Licensee shall use and occupy the Facilities during the Time of Use and none other. Failure to vacate the Facilities by the end of the Time of Use and to remove all trash, food, decorations, equipment, or other personal property from the Facilities shall result in a late penalty fee at a rate equal to one hundred and fifty percent (150%) per hour, calculated by dividing the Compensation Amount by the number of hours in the Time of Use.
- 8) **APPROVED VENDOR(S).** All vendors must be approved by Licensor. Only the Approved Vendor(s) may service the event.
- 9) **INSURANCE; HOLD HARMLESS.**
 - a) Licensee hereby covenants and agrees to carry insurance in form and amounts approved by Licensor. Insurance may be satisfied in one of the following two ways subject to Licensor's approval:
 - i) If Licensee is not an organization that regularly carries insurance, Licensee's completed and signed "Special Event Insurance Program" application is attached hereto as Exhibit A. Licensee agrees to pay all costs for insurance coverage under the "Special Events Insurance Program."
 - ii) If Licensee is an organization that regularly carries insurance, then prior to the commencement of the Time of Use, Licensee shall deliver certificates of insurance to Licensor evidencing adequate coverage, all in form satisfactory to Licensor, with at least the following coverages:
 - (1) Broad form Commercial General Liability insurance naming the Parish and The Catholic Bishop of Chicago as "additionally insured" for the event described in this License with a policy limit of \$1,000,000 per occurrence, \$2,000,000 in the aggregate.

- (2) If liquor will be served but not sold, the Broad form Commercial General Liability insurance shall expressly include host liquor liability insurance naming the Parish and The Catholic Bishop of Chicago as “additionally insured”.
- (3) If liquor will be sold (including when liquor is included in the price of admission), Liquor Liability Coverage, a/k/a “Dram Shop,” naming the Parish and The Catholic Bishop of Chicago as “additionally insured”.
- (4) Any other insurance, including Worker’s Compensation or Automobile insurance, required by Licensor for the event described in this License.

- b) Licensee shall not be released from any liability whatsoever if Licensee fails to maintain the coverages described above. Licensee shall not be entitled to use of Licensor’s property for any period during which Licensee is not covered by the required certificates of insurance. The failure to provide acceptable certificates of insurance shall be deemed a breach of this License but such failure to provide acceptable certificates of insurance shall in no way be deemed a waiver of any insurance requirement.
- c) To the fullest extent permitted by law, Licensee, its successors and assigns, shall indemnify, defend (with counsel acceptable to Licensor) and hold harmless The Catholic Bishop of Chicago, its present and future officers, employees and agents, and Licensor's interest in any property, including the parish named on the first page of this License, from and against any and all claims, obligations, liens, encumbrances, demands, injuries (including without limitation damage to property and personal injury), liabilities, penalties, causes of action, and costs and expenses, including, without limitation, orders, judgments, fines, forfeitures, amounts paid in settlement, and reasonable attorney's fees arising out of or from any accident or other occurrence on or about the Facilities or Licensor's real property as a result of, incident to, occasioned by, or during Licensee's use, causing injury to person or property whomsoever and whatsoever; and will indemnify, defend (with counsel acceptable to Licensor) and hold harmless the aforementioned parties from any and all claims, costs, or expenses arising out of any failure to comply with and perform all the requirements and provisions agreed to and required by any law and ordinance.
- d) Licensee's obligations of defense and indemnification hereunder, repair and maintenance hereunder, and payment shall not be limited by any limitation on the amount or type of damages, compensation, or benefits payable by or for Licensee under workmen's compensation acts, disability benefit acts or other employee benefit acts or by Licensee's insurance coverages.

10) **COVENANTS REGARDING USE.** Licensee agrees, for itself and its agents, vendors and invitees, to observe the following covenants:

- a) **Rules.** Licensee shall comply with all specific parish rules and regulations set forth on Exhibit B attached hereto and incorporated herein by reference.
- b) **Keys.** Licensee shall obtain keys at the beginning of the Time of Use at the Place of Payment (unless otherwise specified on the second page of this License) and shall return keys thereto at the end of Time of Use.

- c) **Compliance with Law.** In connection with Licensee's use of the Facilities, Licensee shall, at Licensee's sole cost and expense, fully comply with all laws, statutes, ordinances, codes, decrees rules and regulations of any federal, state, county, municipal or other governmental or quasi-governmental authority having jurisdiction thereof, or as promulgated by any official thereof (hereinafter, "Applicable Laws") applicable to this License or to Licensee's Use. Applicable Laws include but are not limited to, those relating to criminal activity, disturbance of the peace, public nuisances or protection of health, safety or welfare, special event permits from local authorities (such as permits for outdoor festival, carnival or street fair, itinerant merchants, booths in the public way, street closures, sale or service of liquor, erecting a tent). Licensee shall provide Licensor copies of applications and permits required by Applicable Laws at least five (5) days prior to the commencement of the Time of Use. To the extent Licensor is obligated to pay for costs and expenses associated with Licensee's lack of compliance with law, Licensee shall reimburse Licensor within ten (10) days after receipt of written notice from Licensor.
- d) **Security of Persons and Property.** Licensee shall be fully responsible for securing the Facilities, any personal property on the Facilities, and persons in the Facilities. If reasonably necessary, Licensee shall hire adequate security personnel to monitor and regulate invitee behavior and compliance with all of Licensee's covenants herein.
- e) **Name or Logo.** Licensee shall not to use the name, logo or any other marks owned by or associated with the Licensor or parish or the name of any representative of the Licensor or parish, except for the limited purpose of identifying the location in advertising or other notices relevant for Licensee's Use.
- f) **Signage; Decorations.** Licensee shall not display, inscribe, paint, print, maintain or affix on any place in or about the exterior of the building or building complex any sign, notice, legend, direction, figure or advertisement, unless Licensee has in each instance first obtained the consent of Licensor. Licensee shall not mount or affix any signs or decorations on any wall, window or other interior surface of the Facilities except in locations approved by Licensor and in such event with materials in and in a manner approved by Licensor. Licensee shall be liable for the cost incurred by Licensor in repairing any damage caused by any such signs or decorations.
- g) **Obstruction.** Licensee shall not obstruct or use for storage or for any other purpose other than ingress and egress, the sidewalks, driveways, entrances, passages, courtyards, corridors, vestibules, halls and stairways on the Licensor's real property.
- h) **Waste.** Licensee shall not cause or permit any waste, misuse or neglect of the water, gas or electric fixtures or mechanical systems, including heating, ventilation and air conditioning systems.
- i) **Electrical Current Limitations.** Licensee shall not install or permit to be installed at the Facilities any equipment which uses an amount of electrical current, together with all other equipment using electric current, in excess of the maximum amount of electrical current which can be safely used at the Facilities.
- j) **Animals.** Licensee shall not permit animals other than service animals on the Licensor's real property.

- k) **Licensee Warranties and Representations.** Where children or youth associated with the parish will be participants in Licensee's Use, Licensee hereby warrants and represents to Licensor that, as of the date hereof, all of Licensee's employees, volunteers, officers, agents and independent contractors present at Licensor's Facilities, shall have received safe environment training from a qualified third-party in the business of providing safe environment training and shall have been subject to, and passed free of any enumerated offenses, criminal background checks performed by a qualified third-party in the business of performing criminal background checks.
- l) **Condition of Facilities at End of Time of Use.** Not later than the end of the Time of Use, the Facilities must be left in clean and good order, including the following:
- i) Grounds outside the Facilities (including parking areas, sidewalks) must be free from litter generated by Licensee's Use.
 - ii) All trash must be placed in designated trash receptacles.
 - iii) Licensee shall clean the Facilities and Personal Property and return the Facilities and Personal Property to their original condition.
 - iv) Licensee shall turn off all water (sinks), close all windows, turn off lights and other electrical equipment, lock all doors and set the alarm, if any.
 - v) In the event Licensee is permitted by Licensor to use the kitchen located in the Facilities, the kitchen shall be in clean and good condition, dishes and cooking utensils shall be cleaned and returned to their proper storage locations after use, all burners and dishwashers must be turned off, and the pilot light of the stove must be turned on at all times.
 - vi) Licensee shall remove all personal property placed in the Facilities by Licensee. If Licensee fails to remove all personal property placed in the Facilities by Licensee, Licensor shall have the right, at Licensee's expense, to remove and dispose of all property in the Facilities without further notice and without liability to Licensee.
- m) **Prohibited Behavior.** Licensee shall use all reasonable measures to prohibit the following behavior at the Facilities and on Licensor's real property:
- i) Use, possession, and/or concealment of a firearm/destructive device or other weapon (other than by authorized law enforcement officials);
 - ii) Use, possession, and/or concealment of illegal substances;
 - iii) Use, possession and/or distribution of alcoholic beverages, except as otherwise expressly permitted under this License;
 - iv) Use of tobacco products;
 - v) Loitering; and

vi) Disorderly conduct or disruptive behavior, or any other behavior which might disturb neighbors of the Parish or constitute a nuisance.

n) **Supervision of Minors.** In the event that any individuals under the age of seventeen (17) will be entering onto or occupying the Facilities, not less than the greater of (a) two (2) adults over the age of eighteen (18) or (b) one (1) adult for every ten (10) individuals under the age of seventeen (17) must be present in the Facilities at all times.

11) MISCELLANEOUS.

a) This License shall be governed by and construed in accordance with the laws of the State of Illinois. Licensee shall pay Licensor all costs, expenses and reasonable attorney fees incurred with respect to the enforcement of this Agreement.

b) This License embodies the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations or agreements, either verbal or written, between the parties.

12) LICENSOR'S TERMINATION RIGHT. Notwithstanding anything set forth in this License to the contrary, in the event Licensor requires the use of the Facilities during the Time of Use, Licensee shall have the right to terminate this License by giving Licensee not less than twenty-four (24) hours prior notice thereof, in which event the Compensation Amount and any Security Deposit shall be returned to Licensee, and Licensee shall promptly return the keys to the Facilities to Licensee.

IN WITNESS WHEREOF, the parties hereto have executed this License as of the day and date first set forth above.

LICENSOR:

LICENSEE:

Signature: _____

Signature: _____

Printed Name: _____
Pastor/Administrator

Printed Name: _____

Date: _____

Date: _____

Exhibit A

**Completed and Signed
Special Event Insurance Program Application**

Or

Licensee's Certificate of Insurance

(To be attached)

Exhibit B

Other Rules Promulgated by Parish

(To be attached)

ARCHDIOCESE OF CHICAGO

SPECIAL EVENT REFERRAL APPLICATION

1. Applicant: _____
Experience (describe in detail):* _____
2. Address: _____ City: _____ State: ___ Zip: _____ Phone: _____
3. Event: _____ Description:* _____
List entertainers who will perform:* _____
Location: _____ City: _____ State: ___ Zip: _____
4. Dates of coverage (incl. setup/tear down): _____ Opening/Closing hours: _____
5. Estimated attendance: _____ Ticket price: _____ Gross receipts (all sources): _____
6. Type seating: Assigned _____ Bleachers _____ Unassigned ("stadium seating") _____ Mixed _____
7. Will liquor/beer/wine be sold or fireworks displayed? _____ (If yes, the applicant must be named as an "Additional Insured" on the liability policy of the purveyor and provide a Certificate of Insurance before we will bind coverage.)
8. Estimated amount of other concession sales (food, souvenirs, crafts, etc...) _____
9. Describe security arrangements in detail:* _____
(Applicant must be covered by the Security firm as an Additional Insured and provide a Certificate of Insurance before we will bind)
10. If event is outdoors, describe methods used to prohibit entry by non-ticket holders:* _____

11. Describe medical facilities available for event:* _____
12. Attach a diagram of facility: (indicate event area, spectator areas, fences, stage(s), parking, adjacent buildings and other features)* _____

*ALL QUESTIONS MUST BE ANSWERED

IF ADDITIONAL INFORMATION IS NEEDED FOR A MORE ACCURATE DESCRIPTION OF THE RISK, PLEASE PROVIDE A SEPARATE SHEET.

APPLICANT'S SIGNATURE: _____ **DATE** _____

ARCHDIOCESE OF CHICAGO

SPECIAL EVENT PROGRAM

Coverage provided through "Certain Underwriters at Lloyds, London" - Best's Rating: A (Excellent)

EVENT NOTIFICATION FORM

Please indicate: Binder Request Quote Only

NAME OF PARISH _____

LOCATION(S) TO BE USED _____

FACILITY ADDRESS _____

APPLICANT (RENTER) _____

NAME	ADDRESS	PHONE #
PARISH CONTACT FOR QUESTIONS & RETURN CONFIRMATION (Name, phone, email, & fax number) _____		

TYPE OF EVENT (give a description, including activities involved, live music or DJ, "approved" amusement devices (ie. inflatable moon bounce, dunk tank) etc.) _____

DATE(S) _____ START TIME _____ END TIME _____ EXPECTED ATTENDANCE _____

WILL THERE BE LIQUOR AT THIS EVENT?	YES	NO
WILL LIQUOR BE SOLD OR INCLUDED IN THE PRICE OF ADMISSION?	YES	NO
WILL INFLATABLE DEVICES BE USED?	YES	NO
ADDITIONAL DAY FOR SET-UP AND/OR TEAR DOWN COVERAGE REQUIRED?	YES	NO

NOTE: The Policy contains Host Liquor Liability; however, if alcoholic beverages will be sold at the event, are included in the price of admission, or provided at a "fund raiser", Statutory Liquor coverage must be purchased.

TO DETERMINE THE POLICY PREMIUMS SEE CHART

GENERAL LIABILITY POLICY PREMIUM:	\$ _____	
STATUTORY LIQUOR POLICY PREMIUM: (if applicable):	\$ _____	
OTHER CHARGES: (if applicable):	\$ _____	
	\$ _____	TOTAL COST

***PLEASE NOTE:** Includes premium (\$145), MAC fee (\$93 non-refundable), AJG Producer fee (\$40), Policy Deposit Repayment Fee to the Catholic Bishop of Chicago of \$2, plus Surplus Lines Taxes of 3.625% (\$5). In accordance with the Illinois Insurance Code it is required that the insured has full knowledge that he is being charged these fees. The signature below is acknowledgement of said charge.

REQUESTED BY: _____

APPROVAL	BINDER NUMBER	DATE
Market Access Authorized Signature		

IMPORTANT "Binder Request" must be "Approved" by Market Access before coverage is effective

Provide through the facilities of:
MARKET ACCESS CORPORATION
(847) 221-2100 Phone

Complete and Fax to (847) 221 – 2520 or Email to archchicago@marketaccesscorp.com

MASTER CGL POLICY & STATUTORY LIQUOR POLICY
TERM EFFECTIVE 9/13/2018 – 9/13/2019

ARCHIDIÓCESIS DE CHICAGO
PROGRAMA DE EVENTO ESPECIAL

Covertura proporcionada por "Ciertos suscritores en Lloyds, Londres" - Solidez Financiera: A (Excelente)

FORMA DE NOTIFICACION DE EVENTO

Por favor indique: Carta de Covertura

Solo Presupuesto

NOMBRE DE PARROQUIA _____

UBICACION(ES) UTILIZADAS _____

DIRECCION _____

SOLICITANTE (ARRENDATARIO) _____

NOMBRE

DIRECCION

TELÉFONO #

CONTACTO DE PAROQUIA PARA PREGUNTAS Y CONFIRMACION (nombre, teléfono, correo electrónico, y numero de fax) _____

CLASE DE EVENTO (una descripcion, incluyendo actividades involucradas, musica en vivo o DJ, dispositivos de diversion aprobados

(ie brinca brincas, tanque de agua) etc.) _____

FECHA(S) _____ INICIO _____ FINALIZANDO _____ ASISTENCIA ESPERADA _____

HABRA LICOR EN ESTE EVENTO? Sí NO

HABRA VENTA DE LICOR O LICOR INCLUIDO EN PRECIO DE ADMISION? Sí NO

HABRAN DISPOSITIVOS INFLABLES? Sí NO

REQUIEREN DIA ADICIONAL DE COVERTURA DE INSTALACION Y DESMONTAJE? Sí NO

NOTE: La poliza contiene Obligacion de Licor de Anfitrión; Sin embargo, si bebidas alcoholicas estaran de venta en el evento, incuyido en el precio de admision, o proporcionado en un "recaudador de fondos", covertura de Licor Estatutario se debe comprar.

PARA DETERMINAR PRIMAS DE POLIZA REVISAR TABLA

PRIMA DE POLIZA OBLIGACION GENERAL: \$ _____

PRIMA DE POLIZA DE LICOR ESTATUARIO: (Si es applicable): \$ _____

OTROS CARGOS: (Si es applicable): \$ _____

\$ _____ **COSTO TOTAL**

***POR FAVOR NOTE:** Incluye prima (\$145), cuota MAC (\$93 no reembolsable), cuota AJG Productor (\$40), Cuota de amortizacion de deposito de poliza al Obispo Catolico de Chicago of \$2,mas Impuestos de Lineas Exedentes de 3.625% (\$5). En acuerdo con el Codigo de Azeguranza en Illinois es un requisito que el asegurado sea notificado que existen estos cargos. Esta firma abajo es reconocimiento de estos cargos.

SOLICITADO POR: _____

APROBACION _____ NÚMERO DE COVERTURA _____ FECHA _____

Firma Autorizada de Market Access

IMPORTANTE "Carta de Covertura" debe de ser "Aprobada" por Market Access antes que covertura sea efectiva

Facilitado por:

MARKET ACCESS CORPORATION
(847) 221-2100 TELEFONO

Llene y mande por fax a (847) 221 – 2520 o correo electronico a archchicago@marketaccesscorp.com

ARCHDIOCESE OF CHICAGO

SPECIAL EVENT INSURANCE PROGRAM RATE FORM

\$2,000,000 PER EVENT AGGREGATE/\$1,000,000 OCCURRENCE

Coverage provided through "Certain Underwriters at Lloyds, London" - Best's Rating: A (Excellent)

HOW IT WORKS.....

1) **Select the event's classification from the following:**

2) **CLASS A -** Banquets, Beauty Pageants, Bingo's, Graduations, Hikes, Marathons, Meetings (Business, Civic, Club, Lectures, Religious, Seminars), Shows (other than Concerts), Walk-a-thons

CLASS B - Social Gatherings, Dances, Parties (Anniversary, Birthday, Graduation), Picnics, Religious, Retirement, Reunions, Weddings, etc.

REFERRALS - (The following events require individual underwriting and pricing):
Concerts, Fairs, Festivals, Fund Raisers Parades, Political Meetings
Rallies, Recitals (Dance/Music) Sporting Events and any events not shown above.

3) **Determine the Premium from the following chart:**

NOTE: The Policy contains Host Liquor Liability; however, if alcoholic beverages will be sold at the event, are included in the price of admission, or provided at a "fund raiser", Statutory Liquor coverage must be purchased. (Subject to purchase of the Special Event Policy).

General Liability Policy

1 - 499	CLASSES A & B	\$ 285 Per Day *
500 - 999	CLASS A	\$ 315 Per Day
500 - 999	CLASS B	\$ 375 Per Day

OVER 1000 & REFER GROUP

SUBMIT FOR QUOTE

OTHER CHARGES: \$52 per day: Set Up & Tear Down and/or "Approved" Amusement Devices (inflatables, moon bounces, dunk tanks, etc.) \$52 (each)

Statutory Liquor Policy

1 - 500	CLASSES A & B	\$ 250 Per Day **
OVER 501 & REFER GROUP		SUBMIT FOR QUOTE

***PLEASE NOTE:** Includes premium (\$145), MAC fee (\$93 non-refundable), AJG Producer fee (\$40), Policy Deposit Repayment Fee to the Catholic Bishop of Chicago of \$2, plus Surplus Lines Taxes of 3.625% (\$5).

** Includes premium (\$125), MAC fee (\$85 non-refundable), and AJG Producer fee (\$40)

In accordance with the Illinois Insurance Code it is required that the insured has full knowledge that he is being charged these fees. The signature below is acknowledgement of said charge.

REQUESTED BY: _____

4) **Complete the Event Notification Form and Fax to Market Access @ 847-221-2520 or email to archchicago@marketaccesscorp.com**

If you have any questions please call Market Access at 847-221-2100

IMPORTANT: The coverage must be "Approved" by Market Access before it is effective.
Depending on the event, some coverage restrictions may apply (SEE MASTER POLICY).

Provide through the facilities of:

MARKET ACCESS

50 N. Brockway, Suite 3-2
Palatine, IL 60067
(847) 221-2100 Phone
(847) 221-2520 Fax

ARCHIDIÓCESE DE CHICAGO

FORMA DE TARIFAS PARA PROGRAMA DE EVENTOS ESPECIALES

\$2,000,000 POR EVENTO EN TOTAL/\$1,000,000 ACONTECIMIENTO

Covertura proporcionada por "Ciertos Suscritores en Lloyds, Londres" - Solidez Finaciera: A (Excelente)

COMO FUNCIONA.....

1) **Elija la clasificacion del evento:**

- 2) **CLASE A -** Banquetes, Certámenes de belleza, Bingo's, Graduaciones, Excursiones, Maratones, Juntas (Negocios, Civicas, Clubs, Lecturas, Religiosas, Seminarios), Espectaculos (aparte de Conciertos), Walk-a-thons
- CLASE B -** Reuniones sociales, Bailes, Fiestas (Anniversario, Cumpleaños, Graduacion), Picnics, Eventos Religiosos, Retiros, Reuniones, Bodas, etc.
- REMISIÓN -** (Los eventos siguientes requieren precios y suscripciones individuales):
Conciertos, Ferias, Festivales, Desfiles para Recaudar Fondos, Juntas Politicas, Rallies, Recitales (Baile/Musica) Eventos Deportivos y cualquier otros eventos no descritos arriba.

3) **Determine la Prima utilizando la tabla que sigue:**

NOTE: La póliza contiene Obligación de Licor de Anfitrión; Sin embargo, si bebidas alcoholicas estaran de venta en el evento, incuyido en el precio de admision, o proporcionado en un "recaudador de fondos", cobertura de Licor Estatutario se debe comprar. (Sujeto a compra de póliza de evento especial)

Póliza de Obligacion General

1 - 499	CLASES A & B	\$ 285	Por Dia *
500 - 999	CLASE A	\$ 315	Por Dia
500 - 999	CLASE B	\$ 375	Por Dia

SOBRE 1000 Y **GRUPO REMISIÓN**

SOMETA PARA PRESUPUESTO

OTROS CARGOS: \$52 por dia: Instalacion y desmontaje y/o Dispositivos Inflables "Aprobados" (inflables, brinca brincas, tanques de agua, etc.) \$52 (cada uno)

Póliza de Licor Estatutario

1 - 500	CLASES A & B	\$ 250	Por Dia
Mas de 501 & REFER GROUP			SOMETER PARA PRESUPUESTO

***POR FAVOR NOTE:** Incluye prima (\$145), cuota MAC (\$93 no reembolsable), cuota AJG Productor (\$40), Cuota de amortizacion de deposito de póliza al Obispo Catolico de Chicago of \$2,mas Impuestos de Lineas Exedentes de 3.625% (\$5). En acuerdo con el Codigo de Azeguranza en Illinois es un requisito que el asegurado sea notificado que existen estos cargos. Esta firma abajo es reconocimiento de estos cargos.

SOLICITADO POR: _____

4) **Llene Forma de Notification de Evento and Fax a Market Access @ 847-221-2520 o correo electrónico a archchicago@marketaccesscorp.com**

If you have any questions please call Market Access at 847-221-2100

IMPORTANTE: La cobertura debe ser "Aprobada" por Market Access antes de ser vigente. Dependiendo en el evento, unas restricciones de cobertura pueden ser applicables (REFIERA A LA POLIZA MAESTRA).

Provide through the facilities of:

MARKET ACCESS
50 N. Brockway, Suite 3-2
Palatine, IL 60067
(847) 221-2100 Phone
(847) 221-2520 Fax

SECTION II

PROGRAM INFORMATION

TYPE OF INSURANCE

Commercial General Liability

FORM

2004 ISO (CG 00 01 12 04) Occurrence

LIMITS

Event Aggregate	\$2,000,000
Products – Comp Op Agg.	\$2,000,000
Personal & Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$ 50,000
Medical Payments	\$ 5,000

DEDUCTIBLE

None

COVERAGE

Bodily Injury and Property Damage per Occurrence
Aggregate per Event
Host Liquor Liability
Including TRIA

OPTIONAL COVERAGES *

*(subject to additional Premium)

Participant Accident / Injury
Statutory Liquor Liability

ADDITIONAL CONDITIONS

Specific activities and/or locations
Maximum Aggregate Liability

EVENTS WITH SPECIAL LIMITATIONS

Aircraft and Balloon Events (Prohibited)
Circuses (Prohibited)
Concerts – Alternative, Hip Hop, Rap & Heavy Metal (Call)
Fireworks & Pyrotechnics (Call)
“Go-Carts” (Prohibited)
Mechanical Amusement Devices (Call)
Motorized Sporting Events (Prohibited)
Sports Events not listed (Call)
Truck & Tractor Pulls (Prohibited)

LIQUOR LIABILITY

Host Liquor Coverage is included. However, if alcoholic beverages will be sold, included in the price of admission, or provided at a fund raiser Statutory Liquor Liability coverage must be purchased

EXCLUSIONS

Abuse, Molestation, assault & battery
Amusement Devices
Aircraft, Airports, Aviation types risks

Animals- - injury or damage to or caused by any animal
Automobiles/vehicular exposures
(Bodily Injury & Property Damage)
Bungee-related activities
Care, Custody or Control of Property
Concerts of a riotous or inflammatory nature,
creating civil disobediences
Cross Suits
Employment related practices
Firearms
Fireworks & Pyrotechnics
Fungi or Bacteria
Liquor Sales- (see *OPTIONAL COV.*)
Moshing, Stage-diving, Crowd-surfing,
and Slam-dancing
Pollution, Lead Paint, Asbestos, Mold & Fungi
Punitive Damages
Performer/ & Athletic Participant Injuries
(see *OPTIONAL COVERAGES*)
Riot, Civil Commotion
Rodeos
Security Guards
Vendors (Independent)
Volunteers (Bodily Injury to)
War

RATES

- 1) For Tenant User Events
See Insurance Program Minimums
- 2) For Member Special Events -
submit Quote Request Form

NOTIFICATION FORMS

See attachments

IMPORTANT NOTE -

PLEASE REFER TO POLICY FOR SPECIFIC TERMS, CONDITIONS & EXCLUSIONS