

Insurance for Offsite Events

Occasionally a parish will plan an event at a venue other than the church or church hall. The information below is needed to enable us to arrange for insurance for such an event. Submit the form to the Executive Officer a minimum of two weeks before the event.

Parish: _____

Date and time of event: _____

Purpose of event: _____

Details of event: _____

Details re food being served: _____

Expected number of attendees, if applicable: _____

Name and address of venue: _____

Contact name for venue: _____

Fax and phone numbers for contact: F: _____ Ph: _____

Will alcohol be served? Yes _____ No _____

Wine only, wine and beer, or other? _____

Over what time frame will alcohol be served? _____

How many servers will be used and will they be trained? _____