**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 No  What kind of liquor is being served? Beer Wine Liquor  Do 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