

**Diocese of Portland, Maine  
Insurance Program – “Special Events Coverage”**

**Please Complete ALL information on this Form**

Name of Parish/Contact Person: \_\_\_\_\_

Parish Address: \_\_\_\_\_

Name of Sponsoring Organization or Individual Requesting Coverage (Additional Insured)

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Type of Event (Wedding, Bazaar): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Contact Person, Address, City, Address, Phone: \_\_\_\_\_

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Is Liquor Being Served?  Yes  No

Is Food Being Served?  Yes  No

Estimated No. of Attendees: \_\_\_\_\_

**Notification of an Event must reach Diocese Office at Least 24 hrs. in advance of the Event.**

“Special Events” Coverage Carrier:	Great Divide Insurance Company	
Cost of Coverage:	Class 1 \$100 for 1-100	<input type="checkbox"/>
	Class 1 \$120 for 101-500	<input type="checkbox"/>
	Class 1 \$175 for 501-1,500	<input type="checkbox"/>
	If other Than Class 1 Refer to Attached Schedule	<input type="checkbox"/>
Limit of Liability:	\$1,000,000, including host liquor liability	

Complete and return this form with Payment to:  
Trish Breshears  
Roman Catholic Bishop of Portland  
510 Ocean Avenue  
Portland, ME 04104

**Make check payable to: Diocese of Portland**