

Parish : _____
Name of Parish

Christian Community : _____ **of** _____
Name of Christian Community Name of town or city

Facility for rent : _____

Address of facility : _____

RENTER INFORMATION

Name of renter (*individual, group, association, etc.*) : _____

Address of renter : _____

Name of contact person : _____

Contact person's telephone numbers :

Home : _____ Cell : _____ Work : _____

EVENT INFORMATION

Reason or nature of rental : _____

Date(s) required : _____

Duration of rental : _____ More than 7 consecutive days Yes ¹ No

Frequency : One time Weekly (6 month period) Monthly (6 month period)

Number of expected participants :

1-25 26-100 101-250 251-500 Over 500 ²

Will alcoholic beverages be served? Yes ³ No

EVENT LIABILITY INSURANCE INFORMATION (see reverse)

Liability insurance purchased through renter's own Insurance provider

Insurance Certificate Received

Purchase request for event liability insurance through Marsh Canada Limited

Insurance premium amount : _____ Payment of premium received

1. If the event liability insurance is purchased through Marsh Canada Limited, the Diocese must refer all events lasting longer than 7 consecutive days for approval and premium amount.
2. If the event liability insurance is purchased through March Canada Limited, the Diocese must refer all events with more than 500 participants for approval and premium amount.
3. If alcoholic beverages are to be served, the renter must obtain a valid liquor license for the event and present it to the parish prior to the event taking place.

The Rental Agreement Form, proof of Event Liability Insurance, valid liquor license (if applicable), all other pertinent documents as well as the required payments must be received by the the parish responsible for the facility BEFORE the date the event is to take place

Renter's signature : _____

Date : _____

Event Civil Liability Insurance

Individuals or organizations wishing to rent parish or diocesan facilities are required to provide proof of civil liability insurance for the event with the mention that the Diocese of Bathurst is an additional insured entity. Renters may obtain such insurance from their insurance provider.

For individuals or organizations that do not have civil liability insurance, the Diocese of Bathurst has negotiated an agreement with their insurance provider, Marsh Canada Limited, for the option to purchase such insurance at competitive prices.

2017-2018 Premiums

| | Number of expected participants | Premium |
|-------------------------------|--|-------------------------------|
| Events WITHOUT ALCOHOL | | |
| One time | 1-25 | \$ 15.00 |
| | 26-100 | \$ 25.00 |
| | 101-250 | \$ 50.00 |
| | 251-500 | \$ 100.00 |
| | Plus de 500 | Veillez référer aux assureurs |
| Weekly (6 month period) | 3 times the premium according to the number of expected participants | |
| Monthly (6 month period) | 2 times the premium according to the number of expected participants | |
| Events WITH ALCOHOL | | |
| One time | 1-250 | \$ 150.00 |
| | 251-500 | \$ 250.00 |

PLEASE NOTE

- Requests for event liability insurance for event with more than 500 participants or lasting longer than 7 consecutive days will be referred to Marsh Canada Limited for evaluation and approval.
- Renters for events where alcohol will be served must obtain and present to the parish, a valid liquor license prior to their event.
- An insurance certificate will be provided by Marsh Canada Limited as proof of insurance coverage for the event.
- Rental fees for the facility are the responsibility of the parish.
- All original documents must be stored in a secure area.