

RENTAL AGREEMENT FORM

Parish responsible for the facilities : _____

Address of the facilities to be rented : _____

Rental fee : _____ Rental fee paid : YES NO

RENTER INFORMATION

Name of individual or group requesting rental : _____

Contact person's name : _____

Contact person's address : _____

Contact person's telephone numbers

Home : _____ Work : _____ Cell Phone : _____

EVENT INFORMATION

Date(s) required : _____

Duration of rental : _____ More than 7 days *

Purpose or nature of rental : _____

Number of people attending : 1 – 250 251 – 500 500 + **

Will there be alcohol at the event? OUI NON

If YES – The renter is responsible to assure that a valid liquor license is obtained.

EVENT LIABILITY INSURANCE INFORMATION (see reverse side)

Proof of insurance coverage purchased through renter's own insurance provider received.

Insurance coverage requested through Marsh Canada Limited

\$2,000,000 Limit

- 1 – 250 people (event with alcohol)
- 1 – 250 people (event without alcohol)
- 251 – 500 people (event with alcohol)
- 251 – 500 people (event without alcohol)

\$5,000,000 Limit

- 1 – 250 people (event with alcohol)
- 1 – 250 people (event without alcohol)
- 251 – 500 people (event with alcohol)
- 251 – 500 people (event without alcohol)

Insurance premium fee : _____ Insurance premium received : YES NO

**Events lasting more than 7 days will be referred to the insurance provider (if purchased through the diocese).
**Events with more than 500 people will be referred to the insurance provider (if purchased through the diocese).*

The rental agreement form, proof of liability insurance, liquor license (if applicable) as well as all other pertinent documents and payments must be received by the parish responsible for the facilities prior to the event.

Renter's signature

Date

Event Liability Insurance

Individuals or organisations wishing to rent parish or diocese facilities are required to provide proof of General Liability Insurance, noting the Diocese of Bathurst as an additional insured.

For those individuals or groups who do not have liability insurance currently in place, the Diocese has made arrangements through its insurance provider, Marsh Canada Limited, for the purchase of event liability insurance at competitive rates.

Limits are available at \$2,000,000 or \$5,000,000 and underwritten by Lloyds of London.

Premium Matrix from November 17, 2014 to November 17, 2015

\$ 2,000,000 Limit		
Number of people	Premium per event (with alcohol)	Premium per event (without alcohol)
1 – 250	\$150.00	\$75.00
251 – 500	\$250.00	\$150.00

\$ 5,000,000 Limit		
Number of people	Premium per event (with alcohol)	Premium per event (without alcohol)
1 – 250	\$220.00	\$110.00
251 – 500	\$370.00	\$220.00

Events with more than 500 people or lasting more than 7 days must be referred to the insurance provider for consideration.

A declaration of insurance will be provided as evidence of insurance for the event.

Arrangements and payment are to be made through the parish responsible for the facilities being rented.

All original documents must be kept in a secure location.