

# Michigan Catholic Conference Special Event Liability Insurance Form

Parish: St John the Evangelist Catholic Church, 600 N. Adelaide St., Fenton, MI 48430

**To be fill out by Renter.**

Event Host Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Time of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

Approximate Number or Participants: \_\_\_\_\_ (150 Max.)

Is Alcohol being served? Yes \_\_\_ No \_\_\_

Policy Period: 24 Hours (1 calendar day)

Limits of Liability: \$1,000,000 Combined Single Limit

Notification of the event must reach the MCC at least 72 hours in advance of the event.

When MMC receives check and verifies information, the parish and host will receive a copy.

**To fill out by Hall Rental Manager.**

Meet 30 days before rental to receive final rental payment and damage checks:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Delivery and decorating start time: \_\_\_\_\_

Rental start time: \_\_\_\_\_

End of Rental meeting time: \_\_\_\_\_

Complete clean up and close Hall end time: \_\_\_\_\_

Other rental details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_