

**SPECIAL EVENTS LIQUOR LIABILITY  
CERTIFICATE OF INSURANCE REQUEST FORM**

This form is not required for events under the control and sponsorship of the diocesan institution! **All others organizations** using your property for personal parties or events must purchase a policy if liquor is being served or allowed.

*If the individual or group will be using the parish property for an event that is open to the public, advertising the event, and/or selling/serving alcohol or allowing alcohol to be brought on the premises, they must provide a certificate of insurance for liquor liability coverage for this event by the individual or the group. The \$75 fee does not apply.*

Please Complete and Send to the Insurance Office with Your Check for  
\$75/per 1<sup>st</sup> 24 hours & \$50/24 Hours Thereafter

Parish/Agency Name: \_\_\_\_\_

City: \_\_\_\_\_

Issue to: Name(s): \_\_\_\_\_  
(Name of Requestor – Must Be a Person)

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Describe Type of Event: \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_

Time event begins \_\_\_\_\_ ends \_\_\_\_\_.

Requested by parish/agency representative: Name \_\_\_\_\_

Parish contact telephone/fax/or e-mail information: \_\_\_\_\_

**Mail, Fax or E-mail at least four weeks before the event to:**

**Office for Insurance  
Catholic Pastoral Center  
1615 W. Washington Street  
Springfield, IL 62702**

**Fax to: 217-698-8282 or E-mail to [insurance@dio.org](mailto:insurance@dio.org)**