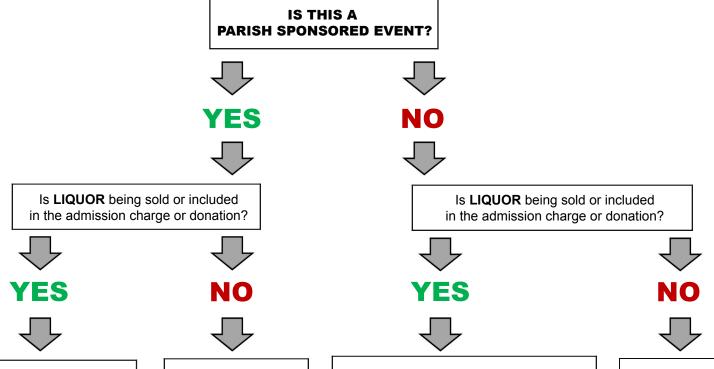


SPECIAL EVENTS vs. LIQUOR LIABILITY FLOWCHART

DO YOU NEED SPECIAL EVENTS LIABILITY OR LIQUOR LIABILITY INSURANCE FOR AN EVENT ON YOUR PREMISES?



Send a copy of liquor permit

to Diocesan Master Insurance Program. You will be invoiced \$110 on your monthly statement from Diocesan Finance Office. No additional insurance requirements

The PARTY HOLDING THE EVENT needs

a liquor permit and must get their own liquor liability insurance or general liability insurance with liquor liability (\$1M limit) AND provide a liability certificate naming the PARISH, THE CLEVELAND CATHOLIC DIOCESE & THE BISHOP as ADDITIONAL INSUREDS

Complete a special events application & send to Diocesan Master Insurance Program. Collect \$135 (or \$390 for wedding receptions) from applicant & deposit. You will be invoiced on your monthly statement from Diocesan Finance Office.

Diocesan Master Insurance Program

1404 East Ninth Street, 8th Floor • Cleveland, OH 44114 FAX: 216-861-0406 • EMAIL: insurancerequest@dioceseofcleveland.org