



# DIOCESE OF TRENTON

Department of Risk Management

## MEMORANDUM

To: All Business Managers  
 From: Joe Cahill, Director Risk Management  
 Subject: Event Insurance Applications  
 Date: July 14, 2022

With Sister Margaret “Peggy” McDermott’s retirement last month the processing of Special Event Insurance applications has been transferred to the following person. Their contact information is below. Please email or fax all applications.

- Sherrie Sporek – [sspore@dioceseoftrenton.org](mailto:sspore@dioceseoftrenton.org) or [dcsinfo@dioceseoftrenton.org](mailto:dcsinfo@dioceseoftrenton.org); 609-403-7149
- Fax: 609-406-7415
- Margaret Dziminski [mdzimi@dioceseoftrenton.org](mailto:mdzimi@dioceseoftrenton.org) 609-403-7170

The application is available on the Diocese of Trenton Insurance Website [www.dotinsurance.org](http://www.dotinsurance.org) under the **FORMS** tab. (Do not use an outdated application)

Applications and payments are due at the Chancery Office (Attn: Sherrie Sporek or Margaret Dziminski) no later than 5 days prior to the event. The parish must pay the fee to the Diocese with a parish check. Payment by the applicant should be made directly to the parish.

**Applications received without payment or after the event will not be processed.**

Applications for weekly, bi-weekly, monthly, and semi-monthly meetings/events must be approved in advance by the Special Events Carrier. A request to start the application process must be made by the parish to either Sherrie or Margaret.

**New rates will be effective September 1<sup>st</sup> for any applications submitted after 9/1/2022.**

\*The rates may be higher based on event classification.

**Picnics, Parades, Casino and Lounge Shows, Scavenger Hunts, Political Events and Animal Events have a minimum, onetime rate, of \$450.00.**

**Event insurance is not available for sporting events and mechanical amusements; other exclusion may apply.**

**When a parish, school or ministry hosts an event on parish or school property, Special Event Coverage must be purchased by the parish or school if alcohol is consumed at the event/meeting.**

One Time Event (up to 72 hours)

- Single Meeting – one event 1 -1500 people \$125.00\*

Annual\*\*

- |  |            |                  |            |
|--|------------|------------------|------------|
| • one meeting per week 1 - 125 people  | \$ 375.00  | 126 - 500 people | \$ 475.00  |
| • two meetings per week 1 – 125 people | \$1,050.00 | 126 – 500 people | \$1,250.00 |
| • one meeting per month 1 – 125 people | \$ 250.00  | 126 – 500 people | \$ 350.00  |
| • two meetings per month 1- 125 people | \$ 275.00  | 126 - 500 people | \$ 425.00  |

**\*\*Actual rates are based the details of the application submitted.**