Event Insurance Enrollment Form

Email: Margaret mdzimi@dioceseoftrenton.org Phone: 609-403-7170	Mail Check to: Diocese of Trenton Pastoral Center Attn: Dept. of Administrative Services 701 Lawrenceville Road Trenton, NJ 08638
Parish Name:	
Parish Event Coordinator:	
Parish Phone:	
Parish Email:	

Purpose: This form is required in order to buy general liability insurance on a non-parish or diocesan sponsored event where the facility user is unable to provide an acceptable certificate of insurance. An acceptable certificate evidences at least $1,000,000 of liability insurance, covers the Diocese and parish as an additional insured and has a policy period that includes the event date.

Coverage: The policy, which is offered by Great Divide Insurance Company, provides $1,000,000 of commercial liability insurance. The policy does not cover, among other exposures, property damage or bodily injury arising from sexual abuse and molestation, corporal punishment, daycare operations, professional errors or omissions, athletic participants, fireworks, motorized vehicles, and amusement devices.

Process: **A completed form and payment must be received by the diocesan insurance department at least five business day before the event date in order to bind coverage.** Coverage cannot be purchased once the event has occurred nor will incomplete forms be accepted. Rush requests can be accommodated if confirmed in writing by a member of the diocesan insurance department. Make check payable to: **Diocese of Trenton**. Check must be drawn on the parish. Please retain a copy of the completed form for your records.

Premium $125 per event

Event Information
Date of Event:
Sponsor of Event:
Sponsors Address including Zip Code and Phone #:
Event Start Time: ☐ AM ☐ PM **Event End Time:** ☐ AM ☐ PM
Event Type: (enter one from the list of Acceptable Event Types) *if the event is not described, it is not eligible and therefore cannot be added to the policy*
Number of Participants: (cannot be greater than 5,000 unless further restricted by the Event Type)
Is Alcohol Present? ☐ YES ☐ NO

Acceptable Event Types

Animal Acts - Shows	Meetings: One Non-regularly Scheduled Meeting up to 1500 participants
Art Shows	Meetings: Monthly
Auctions	Meetings: Semimonthly (Twice per month)
Automobile Shows	Meetings: Twice per Week
Awards Presentations	Meetings: Weekly
Banquets	Parades: **Less** than 500 Spectators
Bazaars	Parties: **Less** than 500 attendance
Bingo/Casino Games	Parties: **Greater** than 500 attendance
Casino and Lounge Shows	Picnics: **With** Pools or Lakes
Charity Benefits, Auctions & Sales	Picnics: **Without** Pools or Lakes
Civic Clubs & Group Meetings	Plays
Concerts: **Indoor** less than 1500 in attendance	Proms
Concerts: **Outdoor** less than 1500 attendance	Recreational Events: Fishing contests, Corporate Challenges
Craft Shows	Religious Assemblies
Dance Shows/Recitals	Reunions
Debutante Balls	Rummage Sales
Educational Exhibitions	Scouting Jamborees
Food Concessions	Seminars
Graduations	Social Receptions
Harvest Festivals	Speaking Engagements
Instructional Classes - Mechanical	Sporting Events: Contact (baseball, softball, basketball) ** Coverage for sporting events is for spectating only. Practice, participation, and travel related to any sporting event or athletic contest is excluded.
Instructional Classes - Non-Mechanical	Street Fairs
Ladies Club Events	Theatrical Stage Performances
Lectures	Trade Shows in Buildings
Livestock Shows	Voter Registration
Luncheons	Wedding & Receptions
Event Insurance Acceptable Event Types	REVISED 2025_.doc2/14/2025 edition