

**Application for Special Events Coverage**  
**(Liquor Sales)**

|   |   |
|---|---|
| Archdiocese/Diocese of: _____   | Date of Event: _____  |
| Name of Parish:<br>School, or Agency: _____                                     | Type of Event (Example: Wedding Reception<br>Anniversary Party, Etc. - Please Specify): _____       |
| Street Address: _____   | _____   |
| City, State, Zip Code: _____  | _____   |
| Phone: _____  | Time of Event: From: _____ To: _____  |
| Contact Person: _____<br>(printed name)   | Approximate Number of Participants: _____   |
| <b>Lessee (Additional Insured) Information:</b>                                 | Will there be Liquor at the event?<br>Yes No  |
| Name of Sponsoring Organization and/or<br>Individual Requesting Coverage: _____ | Is Liquor being sold, included in the price of admission, or<br>provided at a fundraiser?<br>Yes No |
| Email: _____  | If yes, a separate, additional Liquor Liability policy is required.                                 |
| Street Address: _____   | Is Food Being Served? Yes No  |
| City, State, Zip Code: _____  | Overnight Event? Yes No   |
| Telephone: _____  |   |
| Lessee Signature _____  |   |

The Special Events coverage provides \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Host Liquor Liability coverage per event (not per claim).

Coverage does not apply to certain events such as, but not limited to:

- Amusement rides, mechanically operated devices, trampolines, & rebounding devices
- Events where a fee or admission is charged, unless all proceeds go to charity
- Events organized or operated by professional promoters/performers
- Events with attendance of more than 1,000 persons
- Sporting events including tournaments & camps
- Events which exceed 72 hours in duration
- Events involving pool or lake activities
- Events involving recreational vehicles
- Fireworks & fireworks displays
- Liquor Liability (Dram Shop) coverage
- Any Carnival Event

For Company Use only:

**NOTIFICATION OF AN EVENT MUST REACH ARTHUR J. GALLAGHER  
AT LEAST 15 DAYS IN ADVANCE OF THE EVENT  
\*ALL EVENTS NEED PRIOR APPROVAL BY K & K Insurance Group, Inc.\***

**COMPLETE AND RETURN THIS FORM TO:**

**Marissa Olszewski**  
[Marissa\\_Olszewski@ajg.com](mailto:Marissa_Olszewski@ajg.com)  
Phone: (630) 285-4252  
Fax: (630)285-4062

**Once the application is reviewed and approved  
an invoice will be sent out:**

**Please do not send cash or checks**

Please report all claims to K & K Insurance Group, Inc. Claims department at 1-800-237-2917

**All Events must be reported 15 days prior to effective date.**