

## **Satisfying The Insurance Requirement**

The renter/user can purchase the Special Events coverage from the Diocese, provided they are **NOT** selling alcohol or conducting an athletic or sporting activity. The Cost is \$150. The paperwork will be provided to you from Dianna.

The second insurance option for the renter/user is to provide a **CERTIFICATE OF INSURANCE** from their insurance carrier. **The COVERAGE LIABILITY** must be a minimum of **\$1,000,000**. The insurance is called Special Events or Hall Rental Insurance. **They also must list the “Diocese of Toledo - 1933 Spielbusch Ave., Toledo, OH 43604” as an additional insured within the box marked “Description of Operations”.**

**Please note that the sale of alcohol includes a cash bar, donation or including it in the price of a ticket. Any time the payment of money provides access to alcoholic beverages the liquor is considered “sold”. BYOB also requires an F1 Liquor License.**

**Please have your insurance company FAX us your paperwork to 419-531-0270 Att: Dianna or email it to [gesusec@gmail.com](mailto:gesusec@gmail.com).**

**This must be done 1 month prior to the function. Best to start 2 months out.**

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