

NOTE: CATHOLIC MUTUAL MUST RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT. DO NOT SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.

DIOCESE OF BILOXI - 0357
APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.
Includes \$100,000 for Defense Costs for Sexual Misconduct, excluding overnight events (see below for purchase options).

Coverage provided is per event (not per claim). Submission of application does not bind coverage - all events are subject to approval.

Coverage underwritten by Nationwide Mutual Insurance Company; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$100 Per Event (Overnight Stays - \$125)

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution: _____

Date of Event: _____

Street (Physical) Address (NO P.O. BOXES): _____

Type of Special Event (Example: wedding reception, anniv. party, etc.
If it's a FUNDRAISER, be specific about what is occurring):

City/State: _____

ZIP Code: _____

Phone No.: _____

Time of Event: From _____ To _____

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage _____

Is this an overnight event?

Yes _____

No _____

(Please Print Lessee Name(s) or Organization)

Approx. Number of Participants: _____

Lessee (Additional Insured) Contact Person:

Name: _____

Is Food Being Served?

Yes _____

No _____

Street Address: _____

City/State: _____

ZIP Code: _____

Telephone: _____

Is Liquor Being Served?

Yes _____

No _____

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly)

rcclark@biloxidiocese.org

AND _____

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application.

Does this event require the additional coverage? Yes _____ No _____

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

**COVERAGE DOES NOT APPLY TO CERTAIN EVENTS,
SUCH AS, BUT NOT LIMITED TO:**

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Rap/Hip-Hop/Alternative music (non-religious bands)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices

**DEFENSE COSTS FOR SEXUAL MISCONDUCT
FOR OVERNIGHT EVENTS - \$100,000 LIMIT**

Coverage does not automatically apply for overnight events, however, you have the option to purchase this coverage by separate application. Additional charge may apply.

Do you want to apply for this coverage? Yes _____ No _____

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

**MAKE CHECK PAYABLE TO:
DIOCESE OF BILOXI**

RETURN WITH FORM TO:
DIOCESE OF BILOXI
ATTN: RHONDA PARKINSON CLARK, PH.D
CHANCERY OFFICE
1790 POPPS FERRY ROAD
BILOXI, MS 39553-2118

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108

SE_3P(8/14)

DIOCESE OF BILOXI

Policy on the Use of Alcohol

The Catechism of the Catholic Church reminds us that life and physical health are precious gifts entrusted to us by God. We are to take care of them, remembering the needs of others and the common good of all (CCC 2288). The Catechism teaches that "The virtue of temperance disposes us to avoid every kind of excess: the abuse of food, alcohol, tobacco, and medicine. Those incur grave guilt who, by drunkenness or a love of speed, endanger their own and others' safety on the road, at sea, or in the air" (CCC 2290).

The people of the Diocese of Biloxi do not wish to encourage the use or abuse of alcohol; therefore, publicity for events on Church property or sponsored by Church entities should not appear to do so. The following policy is intended to provide for the responsible use of alcohol at Church-sponsored functions.

This policy is in addition to all applicable state and federal laws,* and applies to any function sponsored by any parish, mission, school, or ministry of the Diocese of Biloxi whether on Church premises or elsewhere.

The term "alcoholic beverage" refers to liquor, beer, and/or wine and includes beverages or other concoctions containing liquor, beer, and/or wine when these can have an intoxicating effect.

1. No one under the age of 21 is permitted to consume, handle, or serve alcoholic beverages even with permission of parent(s) or guardian(s), whether or not the function takes place on Church property. Alcoholic beverages may be self-serve only at gatherings where no one under 21 is admitted.
2. Because of the difficulties involved in assuring that persons do not become intoxicated and that those under 21 do not consume alcohol, Bring Your Own Bottle ("BYOB") functions are prohibited.
3. Beer and/or wine may be sold if food is also served at the function.
4. Sale of liquor and concoctions containing liquor that can have an intoxicating effect is prohibited at any function, whether or not the function takes place on Church property. Any exchange of tickets, free will offerings, etc., for an alcoholic beverage is considered to be a sale.
5. Containers of beer and wine are to be clearly labeled and supervised by an adult.
6. Alcoholic beverages are to be refused to anyone who appears to be intoxicated. Alcoholic beverages are to be distributed by individual servings. Any sale of a ticket entitling a person to multiple alcoholic drinks is prohibited.
7. There is to be a plan in place in the event that anyone appears to need transportation as a result of consumption of alcohol.
8. When Church premises are rented or loaned for private events, the responsible adult organizer is to sign a copy of this policy indicating understanding and agreement; this same person is to assure that a copy of this policy is provided to all relevant parties, e.g., bartenders, other organizers, etc. Other diocesan policies are applicable when participants at an event exceed a determined number.

*See "Distribution of Beer and Light Wine -- Legal Considerations"

I have read the above policy, and I understand and agree to comply with my obligations herein.

Signature of the Event's Responsible Adult Organizer and Date

Effective February 1, 2007.

STATE OF MISSISSIPPI
COUNTY OF HANCOCK

LICENSE AGREEMENT

THIS LICENSE AGREEMENT, made and entered into on this the _____ day of _____, _____ by and between Our Lady of the Gulf Parish Community Center (hereinafter Licensor) and _____ (hereinafter Licensee).

WITNESSETH:

Licensor agrees to furnish for the purposes hereinafter enumerated the following described portion or portions of the Our Lady of the Gulf Parish Community Center and facilities, located on the property of Licensor located in Bay St. Louis, Mississippi, more particularly described as follows:

PURPOSE: Licensee shall use the property only for the following purposes(s):

TERM: The term of this Agreement shall commence at ____'clock ____ .M. on the _____ day of _____, _____ and terminate at ____ o'clock ____ .M. on the _____ day of _____, _____.

10/04/96

RULES: Licensee agrees that every person who is in anyway connected with the above described event, for which the described premises is bring used, shall abide by, conform to and comply with all laws, rules and regulations of the United States, the State of Mississippi, the City of Bay St. Louis and the County of Hancock together with all guidelines and marked as "Exhibit 1" and made a part hereof for all purposes. Licensee further agrees not to do or allow anything or any act to be done or performed on the premises during the term of Licensee Agreement, or immediately before or after, in violation of any such rules, laws, regulations, requirements or guidelines. If Licensee is made or becomes aware of any such violation on the part of anyone using or occupying the premises under and pursuant to this Agreement, Licensee will immediately desist and / or cause a cessation of such violation.

FOR ANY INCIDENT, ACCIDENT OR CLAIM ARISING OUT OF OR RELATED TO LICENSEE'S EVENT OR USE OF THE PROPERTY, LICENSEE SHALL INDEMNIFY AND HOLD HARMLESS THE CATHOLIC DIOCESE OF BILOXI, LICENSOR, AND ALL OF THEIR AGENTS, SERVANTS, EMPLOYEES AND RELATED ENTITIES FROM ALL LOSS, COSTS, AND EXPENSES, (including but not limited to damage done to the property, all costs of negotiating, defending, settling, compromising and / or paying court costs, expert witness fees, expenses and attorneys fees which Licensor feels is proper in its sole discretion) WHETHER BASED UPON INJURY TO PERSON, PROPERTY OR BOTH AND WHETHER BASED UPON STRICT LIABILITY, NEGLIGENCE OR OTHERWISE. LICENSEE AGREES TO INDEMNIFY LICENSOR FROM ITS OWN NEGLIGENCE, INCLUDING BUT NOT LIMITED TO, THE NEGLIGENCE OF LICENSOR, JOINT NEGLIGENCE OF LICENSOR AND LICENSEE AND THE NEGLIGENCE OF LICENSEE.

DONATION: For the use of the above described premises, Licensee shall make a donation to Licensor of \$ _____. Additionally, Licensee agrees to deposit with Licensor a damage deposit in the amount of \$ _____ upon commencement of the License Agreement, same to be refunded to Licensee in the event that Licensor finds, in its sole discretion, that the property, when control and possession is surrendered, is in the same condition that it was in at the commencement of this License Agreement.

CANCELLATION: In the event that Licensor, in its sole discretion, determines that Licensee is in violation of law, rule, regulation, requirement or guideline, and if, in Licensor's sole discretion Licensee has failed and refused to cease or cause a cessation of the violation, OR FOR ANY OTHER REASON, Licensor may, in its sole discretion, terminate this License Agreement immediately and instantly and require Licensee and all persons occupying the property under and / or pursuant to this License Agreement to vacate the premises. The foregoing shall not impose an obligation upon licensor to police the premises or insure that there are no violations or dangerous conditions during the time that control of the premises has been surrendered to Licensee but, rather, gives Licensor the right to terminate the License Agreement should Licensor believe it to be in its best interest to do so.

Licensee shall refrain from any lewd, illegal or immoral conduct and shall refrain from engaging in any type of conduct objected to by Licensor.

SEVERABILITY: Should any of the provisions of this Agreement be or become contrary to law or otherwise unenforceable then it is agreed and intended that the obligations hereunder shall survive and remain enforceable to the fullest extent allowed by law and only the objectionable portion(s) shall be void.

IN WITNESS WHEREOF, the Licensor and Licensee agree to the foregoing License Agreement in its entirety, including Exhibit(s) and hereunto their signatures on the date stated above.

Our Lady of the Gulf Church, Licensor

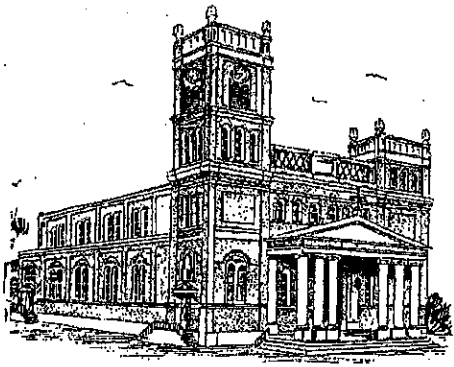
By: _____

Witnesses:

_____, Licensee

Witnesses:

10/4/96



Our Lady of the Gulf

228 South Beach Blvd.

Bay St. Louis, MS 39520

(228) 467-6509

My event will be held in the OLG Community Center on

_____. I hereby acknowledge
(date of event)

that I have received, read, and understand the OLG Community
Center Lock-Up Guidelines (2 pages).

Name

Date

**OLG PARISH COMMUNITY CENTER &
OLG PARISH CHRISTIAN LIFE CENTER PRICING**

OLG Parish Community Center:

Full Hall:	\$ 500.00	Refundable Damage Deposit
	\$ 100.00	Event Insurance
	\$ 300.00	Clean Up Fee
	<u>\$ 600.00</u>	<u>Usage Fee</u>
	\$1,500.00	TOTAL

OLG Parish Christian Life Center:

Either Side:	\$ 500.00	Refundable Damage Deposit
	\$ 100.00	Event Insurance
	\$ 300.00	Clean Up Fee
	<u>\$ 250.00</u>	<u>Usage Fee</u>
	\$1,150.00	TOTAL

OLG COMMUNITY CENTER & CHRISTIAN LIFE CENTER LOCK UP GUIDELINES

1. _____ **EXTINGUISH ANY CANDLES OR OTHER FLAMES THAT MAY HAVE BEEN USED IN DECORATIONS OR HEATING OF FOOD.**
2. _____ **REMOVE ALL DECORATIONS.**
3. _____ **TURN OFF ALL AIR CONDITIONERS.**
4. _____ **TURN OFF ALL LIGHTS.**
5. _____ **REMOVE ALL TRASH AND DEPOSIT IN DUMPSTER BEHIND PARISH COMMUNITY CENTER. THIS INCLUDES BATHROOM TRASH.**
6. _____ **REMOVE ALL FOOD AND BEVERAGES FROM THE BUILDING. DO NOT LEAVE ANY FOOD OR BEVERAGES IN THE REFRIGERATORS OR FREEZERS.**
7. _____ **LOCK ALL DOORS (PHYSICALLY CHECK ALL DOORS).**
8. _____ **RETURN KEY(S), IF ANY, TO THE CHURCH OFFICE.**

OLG PARISH COMMUNITY CENTER & CHRISTIAN LIFE CENTER GUIDELINES

The OLG Parish Community Center and OLG Parish Christian Life Center were built and are being paid for and maintained through the generous free will offerings of active parish supporters of Our Lady of the Gulf. The centers are primarily for the use and benefit of the parish members. Other organizations and groups may request the use of the center for wedding receptions, showers, and other functions. Such requests will be favorably treated depending on availability.

The donation requested for the use of the facility is used to cover the cost of utilities and maintenance. The donation in no way covers the full cost of maintaining this facility. This entitles user to a three-hour usage. A further 30 minutes will be allowed for set up and 30 minutes for take down.

A booking deposit of \$100.00 is required to reserve either Center. The balance due plus the damage deposit of \$500.00, the Special Events Coverage (Certificate of Insurance) of \$100.00, the license agreement, and the Policy on the Use of Alcohol should be finalized as soon as possible after booking the date and no later than two weeks prior to the use of either Center. **Please see accompanying sheet for prices.**

The \$500.00 damage deposit that is requested will be refunded after a representative of OLG Parish determines the building you use has been left in acceptable condition. Licensee is responsible for any actual damage to the building, as well as any extra time needed for excess cleaning.

1. Anyone using either Center must sign a lease agreement and agree to regulations regarding liability control, liquor liability, and the following guidelines of the Center.
2. The Centers are both SMOKE FREE buildings. Cans have been located outside at doors to accommodate smokers.
3. While you are responsible for your own set up, under no circumstances are chairs, tables, stage or other equipment to be dragged across the floors or removed from either Center.
4. Decorating:
 - Decorating is to be done during the day reserved for the event. Any exception must be approved by the OLG Office.
 - Decorating is to be done with fire-proof or fire-retardant materials.
 - No items whatsoever (nails, tacks, tapes, or any material that will deface the Center) are to be used on the walls, doors, beams, or window facings.
 - No loose glitter or confetti or any kind may be used. ***SEE NOTE***
5. Rice or bird seed may not be used inside of either Center. ***SEE NOTE***
6. **Cooking is not permitted.** The kitchen is to be used for warming and set up of food IF NECESSARY. There will be an extra fee of \$50.00 for any cooking done in either Center.
7. Any security that is needed for an event is the responsibility of the Licensee.
8. No pets of any kind are to be allowed inside either Center or on the grounds of either Center.
9. The Center should be left clean and arranged in the same manner in which it was found prior to your event. Please see accompanying page for Lock Up Guidelines.
10. Any keys must be returned to the OLG office as soon as possible (if applicable).

***NOTE: AN EXTRA CHARGE MAY BE ASSESSED AGAINST THE DAMAGE DEPOSIT FOR CLEAN UP OF THESE ITEMS.**

