

NOTIFICATION OF UPCOMING ACTIVITY/EVENT

1. Name of the Parish organization: _____
2. Name of the activity/event: _____
3. Proposed date of the activity/ event: _____
4. Proposed location of event: _____
5. Description of the activity/event. (Please attach advertisement for soliciting member participation.)

6. Number of persons expected to attend the activity/event: _____

Are other Parishes involved? If yes, please list: _____

Are you charging participants for food or admission? Food - Yes____ No____

Admission – Yes____ No____ Amount_____

7. Does the activity/event involve any of the following?

a) A speaker? Yes____ No____ If Yes, has the Pastor approved the speaker? Yes____ No____

b) Independent contractor(s) (i.e., caterer, musicians, vendor, entertainment): Yes____ No____
If yes, have you notified the St. Mary Business Office so that W-9 paperwork can be processed?

c) Are you using the kitchen? Yes____ No____ If Yes Name of Kitchen Coordinator_____

d) Are you taking food prepared at St. Mary Church to another location for this event? Yes____ No____

e) Is a caterer bringing food for this event? Yes____ No____

f) Are you renting a vehicle to transport? Yes____ No____

g) Is a contract required? Yes____ No____ If Yes, the Pastor is the only one authorized to sign.

h) Raffle/Bingo/Games of Chance/Gambling: Yes____ No____

i) Alcoholic beverages: Yes____ No____

j) Tumbling, springboard, rebounding or bouncing devices/attractions, fireworks, etc.:
Yes____ No____

k) Is the activity/event a Parish sponsored event? Yes____ No____

For individuals to be insured under the Diocesan Master Policy individuals belonging to the Parish organization must organize participation in the activity; establish the time of service of the activity for its volunteers; and coordinate the activities in which the individuals or group engage. It is not sufficient that the activity merely be one which is of a charitable nature or about which the Entity/Location publishes or disseminates information.

8. Do all volunteers understand that there is *no* "volunteer accident insurance" program in effect? In addition, there is *no* workers compensation or disability insurance benefits available for an injured volunteer?

Yes____ No____

There is medical payments coverage available, in an amount up to \$1,000 per person, to assist any volunteer for out-of-pocket expenses incurred for satisfying deductibles, co-payments, prescription drugs, or medical services not covered through their own personal health insurance provider.

There is *no coverage under the Diocesan Insurance Policy* for damage sustained to a volunteer's vehicle, or for liability incurred, due to an automobile accident while acting as a volunteer. There may be provisions in your own automobile policy that could effect your coverage. You need to check with your agent to determine if coverage is provided under your policy. In the state of Ohio, the insurance coverage of the owner of a vehicle is primary. Any volunteer using their own vehicle must be insured!

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9. A Parish or Parish organization holding a private party at the church where alcohol will be served is not required to obtain a liquor permit or Liquor Liability Insurance. To be considered a private party under the law, **ALL** of the following must be true of the event:
- a) The event is not open to the public (i.e. the event is by invitation only or is open only to a limited and definable class of persons); Yes_____ No_____
 - b) Admission to and participation in the event is free of charge (i.e. no admission price, donation, or prepaid ticket/admission required); Yes_____ No_____
 - c) The alcohol at the event is provided by the host or hosting organization free of charge (i.e. alcohol is not in any way sold to or paid for by the invitees or attendees).
Yes_____ No_____

If "Yes" cannot be answered above in 8a), 8b), *and* 8c), a liquor permit and Liquor Liability Insurance must be obtained and all legal requirements observed relative to the sale and consumption of alcohol. *It is important to note that an event or party may be construed as being open to the public if the host or hosting organization fails to restrict or control uninvited guests from attending. Therefore, if you will not have procedures in place to ensure that uninvited guests will be excluded, a liquor permit and Liquor Liability Insurance should be obtained with the help of the St. Mary Business Office. A Liquor Permit takes *at least* 30 days to obtain. Liquor Liability Insurance takes *at least* 5 business days to obtain after the Liquor Permit is obtained. A total of sixty days advanced notice is required by the Parish business office to process the paperwork.

When you serve alcohol lawfully and, when necessary, after receiving an appropriate liquor permit, Ohio law can offer some protection against incidents occurring on your premises, provided you do not serve persons less than twenty-one (21) years of age, allow persons to buy beer or intoxicating liquor for the consumption by minors, or serve persons noticeably inebriated. The Liquor Liability Insurance that must be purchased for every event protects your location, the Bishop, and the Diocese of Cleveland against incidents occurring, with \$1,000,000 maximum coverage, once your guests leave your event after consuming alcoholic beverages.

There are two types of permits available to non-profit organizations. The first allows the holder to sell beer-only for a period of time not to exceed five days. This type of permit is known as an "F-Permit." **The fee for this permit is \$40.** The Parish as a whole is eligible to receive a maximum of two (2) F-Permits per month. Please note that the sale of anything other than beer is **illegal** with this permit! The second type of permit allows the holder to sell beer, wine, and spirituous liquor for a period of time not to exceed two days in an area that has been voted wet through local option for such beverages. This permit is known as an "F-2 Permit." **The fee for this permit is \$150.** Please note that the parish as a whole is eligible to receive a maximum of two (2) F-2 Permits per calendar year. People think that each Parish organization is separate when in fact every permit obtained for their organization counts against the Parish's allotment of permits. Beer, wine and mixed beverages must be purchased from a brewery, winery, or wholesale distributor. A temporary permit holder is prohibited from purchasing beer or intoxicating liquor at retail for resale.

In order to obtain the mandatory Liquor Liability Insurance a copy of the liquor permit and a check for \$110, made payable to the DIOCESAN INSURANCE SERVICE CORPORATION (D.I.S.C.) and your contact information must be received by the St. Mary Business Office at least ten business days before the event for processing. Should you have further questions, please contact the St. Mary Business Office at 330-653-8118 X250.

10. Your event must be scheduled on the St. Mary Facility Scheduler *and* you must receive an email confirming your request to use Parish facilities. This can be accomplished by emailing Polly Wise in the St. Mary Business Office. Her email address is pwise@stmaryhudson.cc
Did you receive confirmation via email from her? Yes_____ No_____ N/A_____

11. Have you completed and submitted the Set-Up form for tables, chairs, podium, sound system, etc. to the Maintenance Department? Yes_____ No_____ N/A_____
- Activity/Event Coordinator for the Parish Organization: _____

Phone #: _____ E-mail address: _____

Once completed and signed, deliver form to the parish office: St. Mary Church, Attn: Business Office, 340 N. Main Street, Hudson, Ohio 44236 OR e-mail to Janice Bowen, jbowen@stmaryhudson.cc at least 30 business days prior to the activity/event assuming you have answered Yes to a), b), and c) in question 8. If not, 60 days ARE required.

Internal Use Only: Form rec'd in St. Mary Business Office on _____ by _____
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