

**DIOCESE OF ERIE
SPECIAL EVENT NOTIFICATION**

TO: Finance Office Phone: 814-824-1180
Diocese of Erie Fax: 814-824-1181
P.O. Box 10397
Erie, PA 16514

FROM: St. Joseph Church/Bread of Life Community, Erie, Pa
Parish Contact Person – Cheryl Konzel

The enclosed Certificate of Insurance has been provided to cover the following event:

Individual or Group: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Date of Event: _____

Time of Event: From: _____ To: _____

Type of Event: _____

Approximate number of attendees: _____

Are alcoholic beverages being served? _____ Yes _____ No

Is food being served? _____ Yes _____ No

1. Certificate of Insurance **MUST** be attached to this form (Contact your homeowner's insurance agent for information.)
2. Certificate of Insurance Limits of General Liability Coverage including Host Liquor Liability must be \$500,000 Combined Single Limits.
3. Certificate of Insurance must name both St. Joseph Church/Bread of Life Community and the Diocese of Erie as additional insureds.
4. There may be a charge from your insurance carrier in order to obtain the Certificate of Insurance.
5. This form and the Certificate of Insurance must be returned to St. Joseph Church/Bread of Life Community, 147 West 24th St, Erie, PA 16502, **TWO WEEKS PRIOR TO THE EVENT!**