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## CERTIFICATE OF LIABILITY REQUEST FORM

Please note: The home office must receive requests **2 weeks before the event date** to ensure sufficient time for request.

Today's date: \_\_\_\_\_ Chapter #: \_\_\_\_\_ Name/Location: \_\_\_\_\_

Name of event: \_\_\_\_\_

Certificate Holder Name/Location of event: \_\_\_\_\_

Location address: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Event Details: \_\_\_\_\_

Is there a written contract between the venue and chapter? \_\_\_\_\_ If so, please attach a copy of the contract. <sup>1</sup>

Will food be served? \_\_\_\_\_ If so, will it be catered? \_\_\_\_\_ If so, what is the name of the caterer? \_\_\_\_\_

If you are hiring a caterer, please request a certificate of liability from the vendor. <sup>2</sup>

Will alcohol be served? \_\_\_\_\_ If so, is it free or will members pay for alcoholic beverages? \_\_\_\_\_

Will a paid bartender be utilized? \_\_\_\_\_ If so, please request a certificate of liability from the vendor and a copy of the bartender(s) license/certificate. <sup>2</sup>

What is the interest of the Diocese if they are requesting to be named as an additional insured?

Do you require any revised wording and/or coverage? If so, please describe what your needs are: \_\_\_\_\_

Would the location/venue prefer a copy of the certificate by mail, email or fax? \_\_\_\_\_

Send certificate to the attention of: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

This request submitted by (Chapter Leader Name): \_\_\_\_\_

Would you like a copy of the certificate? \_\_\_\_\_ Preference: Mail, Email or Fax? To: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1. A copy of the contract is necessary if Additional Insured, Waivers or 30-day cancellation endorsements are required.

2. The chapter should request a certificate of liability from any persons or vendors that will be hired in association with the event.

3. The insurance company will not allow the cancellation clause on the certificate to be edited in any way.

4. Individuals cannot be named on the certificate for any purpose other than for an event being held in a personal home or space.