The Catholic Archdiocese of Edmonton Liability Insurance Information for Facility Usage

Liability Insurance is required for users of Parish and Archdiocesan Facilities including all alcohol and non-alcohol related events. This is available online effective January 1, 2019.

Liability insurance is provided directly through Ecclesiastical Insurance. To purchase the insurance, applicants will apply via an online portal at https://apex.insurecert.com. Payment is made by the applicant with a credit card. When the process is completed, a copy of the insurance certificate is automatically forwarded by email to the applicant, the parish and the archdiocese.

Before using this on-line portal to purchase liability insurance, the appropriate user/rental agreement must be completed and signed between the parish and the facility user. Liability insurance will not be provided without a signed rental agreement. Please refer to Policy 233 and appendices.

If alcohol is being served at the event (resale or not), the appropriate AGLC liquor permit must be purchased.

Following is one example of the various steps and pages for applying for the liability insurance through the APEX Facility User Program. The form may vary according to your responses. To use this program, your computer must be supported by one of the following browsers: Chrome, Firefox, Safari or IE Edge. If it is not supported, a red bar will be highlight at the top of the page. Simply download one of those browsers.

APEX Facility User Program

Step 1 – Select Parish

Find Location

Begin by typing and then selecting the name of the location for this event

Corpus Christi Edmonton





Selected Location

Corpus Christi Edmonton

2707 34 Street NW Edmonton, Alberta T6T 1P5

Additional Insured

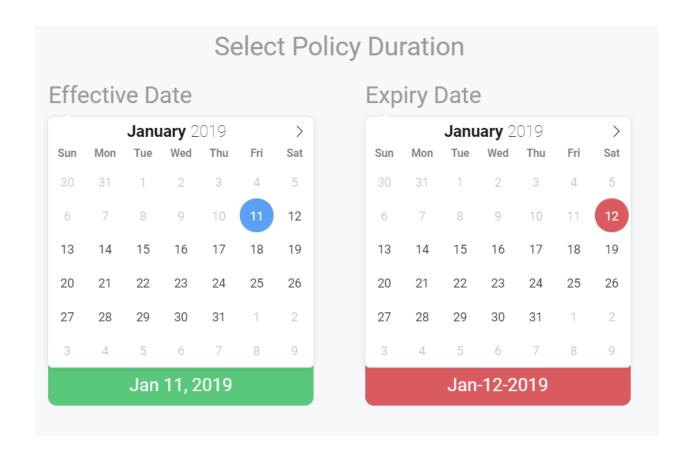
Archdiocese of Edmonton

Certificate delievered to:

CorpusChristi.Edm@caedm.ca, Marian.Fougere@caedm.ca

As there are several parishes with the same name, ensure you select the correct location before proceeding. If not, select the back button and start over.

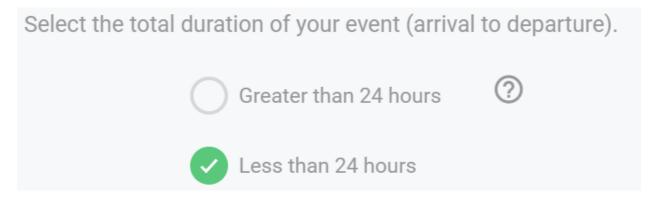
Step 2 – Policy Duration (Select date as per rental agreement)



Step 3 - Applicant's Name (Individual or Business Name)



Step 4 - Duration of Event

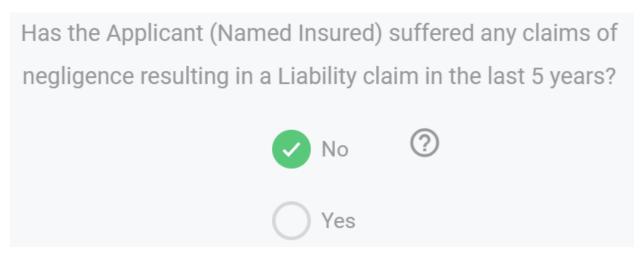


You do not need to declare the Additional Insured. They are automatically added to your certificate according to the facility in Step 1 that you have chosen.



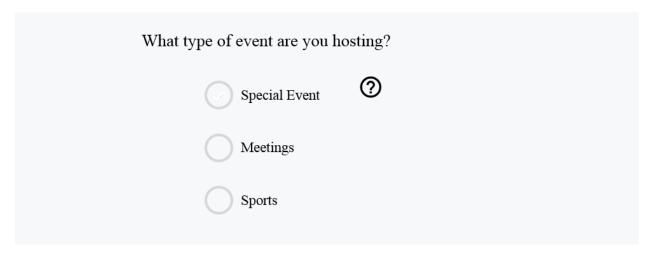
The Catholic Archdiocese of Edmonton and the parish is named as "Additional Insured".

Step 5

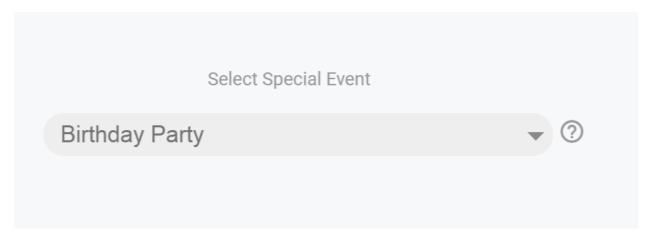


If the Applicant (Named Insured) has had any negligence claims made against them resulting in an insurance claim, investigation or settlement, within the last 5 years, you must answer yes.

Step 6



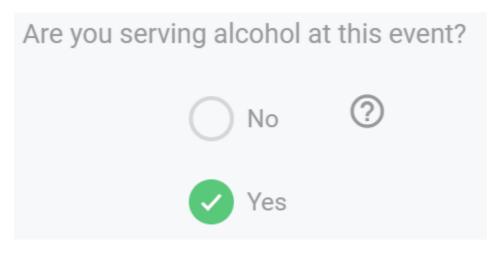
Step 7 - Select special event from drop-down box.



Step 8

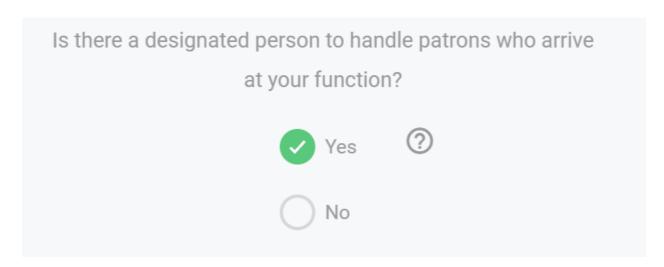


Step 9



Liquor permit must have been purchased prior to completing this application. Liquor permit must be displayed at the event.

Step 10



You or your designate, must validate patrons who consume alcohol are of legal drinking age. Your function must have an individual who is responsible for the well-being of guests.

Step 11

Is there a designated person to handle patrons who become disruptive or abusive?

Yes

No

Step 12

Is there a designated person to handle patrons who have become visibly impaired at your function?

Yes

No

Step 13

Is there a designated person to handle patrons who are obviously impaired who leave your function (alone)?

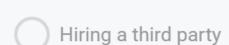
Yes

No

Step 14

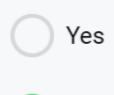
Are you hiring a third party to serve alcohol at your event, or is the applicant serving alcohol?

Applicant is responsible for alcohol service



Step 15

Do all persons serving alcohol at your event hold certification from the applicable provincial server intervention training program?

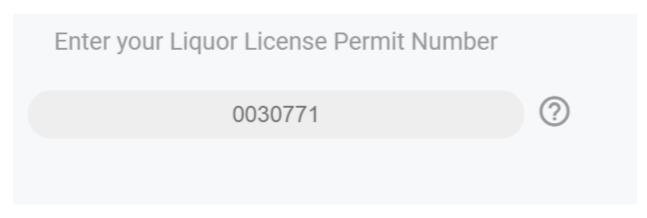




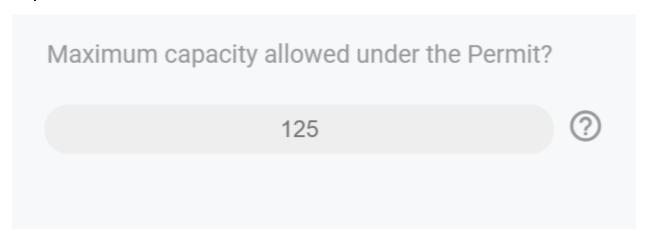
It is recommended that servers of alcoholic beverages are certified in server intervention training programs.



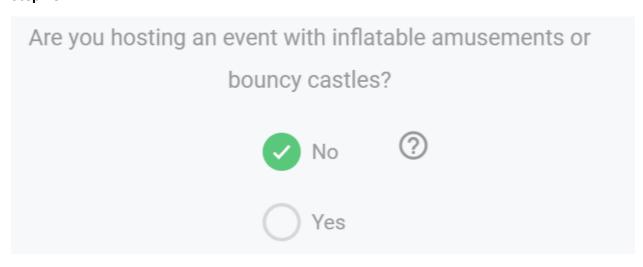
Step 16



Step 17

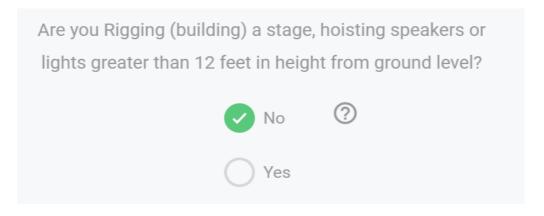


Step 18

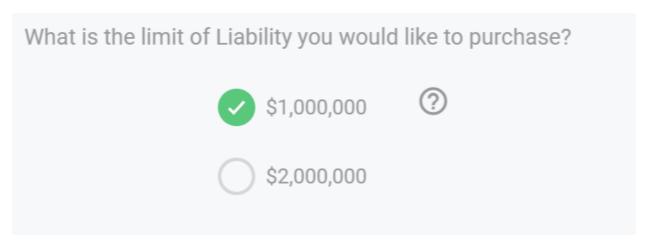


If you answer yes and assume liability, you will be required to contact the insurer directly before proceeding with insurance.

Step 19



Step 20



The limit includes legal fees, for which the policy's insurers would be held liable under your policy. If a damage award against you were greater than the limit of insurance, you would be forced to come up with the difference.

Step 21 – Review

A summary of the information you provided will appear with the premium. The premium will vary depending on the amount of liability purchased and the number of guests attending. If the information completed is accurate, proceed to accept. If there are errors, click on the area that requires editing.

Step 22 - Payment

Proceed to payment page. Payment is made by credit card. A copy of the certificate will be emailed to you, the parish and The Catholic Archdiocese of Edmonton.

