

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 delivered 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)

Select Policy Duration

Effective Date

January 2019							>
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

Jan 11, 2019


Expiry Date

January 2019							>
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

Jan-12-2019


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

Applicant's Name (Named Insured)

Jane Doe 

Step 4 - Duration of Event

Select the total duration of your event (arrival to departure).

- Greater than 24 hours 
- Less than 24 hours


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.

OK 

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

Step 5


Has the Applicant (Named Insured) suffered any claims of negligence resulting in a Liability claim in the last 5 years?

- No 
- Yes

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

What type of event are you hosting?

- Special Event 
- Meetings
- Sports


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

Select Special Event

Birthday Party 

Step 8

Number of people (maximum possible) at these events

100 

Step 9

Are you serving alcohol at this event?

No ?

Yes

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

Step 10

Is there a designated person to handle patrons who arrive at your function?

Yes ?

No

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
- Hiring a third party

Step 15

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

- Yes
- No

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

- OK

Step 16

Enter your Liquor License Permit Number

0030771



Step 17

Maximum capacity allowed under the Permit?

125



Step 18

Are you hosting an event with inflatable amusements or bouncy castles?



No




Yes

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


Step 19

Are you Rigging (building) a stage, hoisting speakers or lights greater than 12 feet in height from ground level?

- No 
- Yes

Step 20

What is the limit of Liability you would like to purchase?

- \$1,000,000 
- \$2,000,000

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.

Insured Contact / Address		Payment Details	
Name *		Premium:	\$95.00
Email *		Total cost of Insurance: CAD \$95.00	
Company *		Once payment is made, you may cancel or endorse your policy (pending restrictions) at any time. You will be emailed a receipt and our contact information.	
Address *		Credit Card Details	
City *		Card Number	Card Expiration CVC
Country *	Province *		
Canada	Select a Province		
Postal Code *		mm/yy	3-digit code
Phone *		Continue	

* Must Complete