

## PROCEDURES FOR APPLYING FOR SPONSORED EVENTS COVERAGE

All Festivals in the Diocese of El Paso will need to be covered under a Sponsored Event policy. Please follow the procedures below to obtain Sponsored Event coverage.

### To obtain a Sponsored Event application:

- Email Cindy Marr at Catholic Mutual, [cmarr@catholicmutual.org](mailto:cmarr@catholicmutual.org)
- Advise if liquor is being sold, this will require a Liquor Liability application
- Submit all applications and Festival information (shown below) to Cindy Marr, [cmarr@catholicmutual.org](mailto:cmarr@catholicmutual.org)
- Applications and Festival information must be submitted 8 weeks prior to the event.

### The following information must accompany the application(s):

- List of activities
  - Name of each game being played – be specific
  - Music- be specific on the type of music
- Is there a parade?
  - Supply a map of the parade route
  - All streets on the parade route must be closed during the parade or coverage will be denied
  - No tossing candy or animals during the parade

### If you are selling alcohol, we will need the following:

- What training have the servers had
- Estimated amount of alcohol sales

If there are food vendors, we will need the following:

- **Estimated amount of food sales**

### Dunk Tanks:

- The only exception to water activities is a dunk tank. The Vendor for must sign the Vendor Hold Harmless Agreement and provide a Certificate of Insurance that names the parish and Diocese as additional insured. The COI must be provided to Catholic Mutual before the event will be approved.
- Send a picture of the dunk tank with the application for approval before signing a contract with the vendor

### If the event is a Walk/Runs/5K:

- Copy of the Route map
- Verification that the roads are closed
- Is it a timed run?
- Number of participants, copy of the waiver the participants sign

**NOTE: Amusement Rides and Inflatables are not allowed in the Diocese of El Paso.**

Contracts from the venue, city, etc. will need to be sent to Cindy Marr at [cmarr@catholicmutual.org](mailto:cmarr@catholicmutual.org) prior to signing the contract for review.