

HOW TO FILL OUT THE INSURANCE FORM

This is an insurance plan provided by insurance brokers Pearson Dunn and the Association of Catholic Bishops of Ontario for events that take place in Catholic churches.

The link for the form is https://pearsondunn.com/acbo_insurance_applications/new?locale=en

Here is how to fill out the form:

Contact Information

If the applicant is an individual, then “name of applicant” and “contact name” will be the same

If the applicant is an organisation, then “name of applicant” is the name of the organisation, and “contact name” is the name of the person within the organisation who is responsible for the application

Event Information

Parish or Outside Group/Individual	Select “Hosted by outside group or individual”
Name of Diocese	Select “Ottawa”
Name of Parish	Select “Paroisse Sainte Geneviève”
Event Type	Select “Individual/Group Events”
Event Description	Select the most accurate description
Will alcohol be served?	Select Yes or No
Will the event end before 8pm?	Select Yes or No
Number of participants	Select the appropriate number
Event Start Date	Indicate the date
Event End Date	Indicate the same date (even if the event ends after midnight)

When you click on “Submit” the cost of the insurance will appear on the screen

You then pay online with a credit card