

**Our Lady of Fatima Retreat House**

**Roman Catholic Archdiocese of Indianapolis**

**APPLICATION INSTRUCTIONS FOR**

**LIABILITY INSURANCE COVERAGE THROUGH**

**GALLAGHER RISK MANAGEMENT SERVICES**

The easiest way to apply for liability insurance coverage for your stay at Our Lady of Fatima Retreat House is to complete the online application. **If you do not have access to the internet, please let us know and we can fax or send you a form by email.**

The online link is:

<http://www.kandkinsurance.com/sites/Tulip/pages/DioceseEligibility.aspx>

There will be two options for coverage: one time event coverage or recurring event coverage if you come to Fatima more than once per fiscal year. All applications & coverage for recurring events are good for one fiscal year (our fiscal year runs from July 1 through June 30). Reapplication must be completed each fiscal year as necessary for your particular retreat/meeting.

* Single event coverage, daytime only is $125 per event.
* Single event coverage, overnight is $150 per event
* Recurring event coverage fees are based on the number of people in attendance and the frequency of the gatherings

The system will walk you through the application questions, however if you have difficulty or need assistance, please note the contact information at the end of these instructions.

The initial steps have choices as follows:

1. From the K & K Insurance homepage, select ‘**Home**’ from the list at the top of the homepage
2. Under ‘**Get Quote/Buy Online’** click the drop down arrow for the menu where you will select ‘**Catholic Diocese TULIP’**
3. You will then be prompted to select the diocese/parish.
	1. Diocese/parish name is ‘**Archdiocese of Indianapolis’**
	2. Diocese/parish state is ‘**Indiana**’
	3. Parish name is ‘**Our Lady of Fatima Retreat Center’**
	4. Under ‘**Eligible Events**’ choose ‘**Meetings**’

Continue with the application as directed.

If you have any trouble at all completing the form or have any questions, please contact our representative:

Mira Andreeva

1-630-634-4583

Mira\_andreeva@ajg.com (that is Mira\_andreeva)

We thank you and we look forward to serving you!