

**COMMUNITY PARTNER INSURANCE PROGRAM  
CGL APPLICATION FORM**

**Return Application Form to:** Michael Gilmour  
Aon Reed Stenhouse Inc.  
333 Preston Street, Suite 600, Ottawa, Ontario K1S 5N4  
Telephone No. (613) 792-4558 Fax No.: (613) 722-3635  
[michael.gilmour@aon.ca](mailto:michael.gilmour@aon.ca)

**Section A**

Group Legal Name: Common Thread Quilt Guild  
Group Address: P.O. Box 62022  
Orleans Ont  
K1S 5N4  
Date Group became Active: September 1994  
Group contact person(s): Victoria Ross  
Telephone No.(s): Ø  
Fax No: Ø  
Website (if available): www.commonthreadquiltguild.ca  
E-mail address: ctqg.president@gmail.com

\* **Note:** If your Group's name, address or contact person changes, you must advise Aon Reed Stenhouse Inc. as per above contact.

\* 2020/2021 guild president = Aweanne Pottier  
\* changes annually

**Section B**

Is your Group incorporated?  Yes or No

If yes, provide the date your Group was incorporated. July 16, 2003

Have your operations changed? Yes or  No

**Section C**

Provide your Total Annual Revenue \$ Ø

Number of employees? Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Is your Group registered with the Workers' Safety and Insurance Board (WSIB) of Ontario?

Yes or No

If yes, provide your WSIB number: \_\_\_\_\_

Number of volunteers? Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

**Section D**

Provide the below information regarding all of your Groups' programs and activities; if you require more space please add a page:

Name of program/activity/special event	How many times is the program/activity or special event offered? Clearly indicate below how many times a day/week/month/year.	Is this an Adult Program or Youth Program or Community Event?	Number of participants annually per program/activity/event	Is the program, activity or event held On Site or Off Site
guild mtgs	monthly 10m. per yr from Sept → June	adult	upto 200 people	on site 6600 Carriere St Orleans, Ont
In town retreats	6 times yearly Nov, Jan, Apr.	adult	upto 35 people per retreat	Notre Dame Con, ctie Navan Rd Ottawa, Ont
sew Day	9 times a yr Oct - June	adult	upto 35 people	as above
executive meetings	9 times per year.	adult	up to 27	Rendez vous room, Place d'Orleans.

Please provide a brief description of each program/activity and a description of activities involved in each special event, and if available, attach your organizations' brochure or any program info which is handed out to the public:

Monthly mtgs Sept → June. Speaker + shop of the month to discuss + present info related to sewing. Sew Days + In town retreats provide space to sew.

Identify the City of Ottawa owned facility (ies) where your activities, programs, events are held:

MLFO, 6600 Carriere St, Orleans, Ont  
Notre Dame de Champs C.C., Navan Rd, Ottawa

Identify all other locations where activities, programs, events are held:

2 day biannual quilt show changes location depending on availability + cost.

Identify any claims in the past 5 years:

∅

**Section E**

If any of the following activities or programs are being provided, they must be identified for Underwriting considerations.

1. Adventure / Extreme Sport Activities, including White Water Rafting; Zip Lines; Ice Climbing; Mountain Climbing; Kitesurfing; Parasailing\*\*
2. Air Shows / Aviation Exposure including Hot Air Balloons\*\*
3. Bungee Jumping\*\*
4. Car Shows (involving racing events, Poker runs, tractor pulls)\*\*
5. Daycares
6. Demolition Derbies\*\*
7. Dragon Boat Festivals
8. Exposures outside of Canada
9. Exposures involving Firearms\*\*
10. History-in-Action / Battle Re-enactments\*\*
11. Hypnotists
12. Overnight Camping
13. Portable Climbing Walls
14. Rallies of a Political or Religious Nature\*\*
15. Rodeos\*\*
16. Skateboard Competitions\*\*
17. Snowmobile Races or Events (including Poker Runs)\*\*
18. Sporting Activities: Alpine Skiing / Snowboarding; Boxing; Equestrian; Football (Contact); Hockey (Contact); Hot Yoga; Martial Arts (Contact), including Mixed Martial Arts and Jiu Jitsu; Rugby\*\*
19. Travelling Carnivals / Amusement Rides (if operated by insured) / Mechanical Bulls
20. Waterslides

\*\*Items noted with an asterisk may be declines, or may exclude participant liability.

**Section F**

Does your Group organize/sponsor functions where alcohol is served?    Yes    or    (No)

Does your Group obtain a Special Occasion Permit (SOP) from the Alcohol and Gaming Commission (AGCO) for each event or has your group obtained a permanent license from the AGCO?    *SOP*    or    *License*

How many functions, where alcohol is served, are organized annually by your Group? \_\_\_\_\_

<u>Event description:</u>	<u>Number of days</u>	<u>Number of participants attending the event</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Please note that this is an application only. It does not constitute an insurance policy. Insurance shall become effective only on the issuance of a policy, or written binder specifically authorized by the Company or Agency. Quotations will be based upon the information provided.*

**Section I.**

I, Victoria Ross on behalf of the Common Thread Quilt Guild make application for this  
(Name) (Group Legal Name)  
insurance coverage certify that the information provided is accurate and complete.

Victoria J. Ross  
Please print your name

President, Common Thread Quilt Guild  
Provide your title

V. J. Ross  
Your signature

(I certify I have the authority to bind and execute this application on behalf of the Group named herein).

Today's date: 2020.05.22.