



Anglican Diocese Facility User Group – Online Instructions

Welcome and thank you for renting the facilities here at St. Philip, Cedar.

As part of the rental agreement, proof of 3rd party commercial general liability insurance is required. Our insurance broker has created an easy and safe website to fulfil this requirement.

Please go to www.anglican-user.aon.ca to complete your CGL insurance certificate. Once the online process is completed, please forward a copy of the emailed certificate of insurance to the parish administrator at admin@stphilipcedar.ca to continue with the rental application process.

Website questions and Help

If you have any questions, concerns or need help with the Anglican Diocese Facility User Group website (www.anglican-user.aon.ca), please direct your enquires to the “Help email link” within the website, church.certs@aon.ca. An Aon program assistant will contact you directly to resolve your question.

*Please note parish administrators are not licensed insurance agents and cannot answer your insurance related questions.

Go to www.anglican-user.aon.ca

Please review and enter the following pieces of information that you will need to compete the application.

Application: Where is your event taking place?

- Faith Organization: Anglican Church of Canada (Default)
- Church Location: Diocese of British Columbia (Choose via drop down list)
- Church Name : St. Philip, Cedar
- Church Street: 1797 Cedar Rd
- Church City: Nanaimo
- Church Province: British Columbia
- Church Postal Code: V9X 1L6

Click on “Next”

Application: Type of Event (Category)

Choose one: “Single Events” or “Annual and Recurring Group Events”

(Note: please read the specific list of excluded events on this page – if event is serving alcohol, choose Single Event)

Click on “Next”

Rental Category

Select the activity of the event you are holding

*Renters will have to read and decide which category they fit in

Click on "Next"

Select the type of event you are holding via the drop-down list

- Enter Start date and End Date (for annual recurring event users, remember to enter the year ie. Start Date: November 30, 2019 End Date: November 29, 2020)
- Single Events request time of event and number of participants
- Limit: we require \$2,000,000 as a minimum

Click on "Next"

System will quote a premium for the event

Click on "Next"

The client will have to enter their personal/business information

*The "I would like to receive a copy of my insurance certificate by email" defaults

Click on "Next"

The Event Summary screen: please review the information. Hit the previous button is amendments are required

Click on "Next"

Application: Consent

Check mark that you have read and agree to the terms and conditions

Clicking on the Save and Pay button will take you to the payment screen.

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