

TENANT USER LIABILITY INSURANCE PROGRAM (TULIP) HOW TO GUIDE



Your local government, City of Columbia, has enrolled in a program that allows you, the “user” of a municipal facility, school, or other local government property, to secure cost effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a general liability policy written in the name of the tenants and/or users of the local government facility or venue. Third-party property damage coverage is also provided.

City of Columbia is a registered user of the TULIP program through the National League of Cities (NLC) and HUB International New England via Intact Insurance. Its assigned unique venue ID-code is: **0501-D9L**.

How it works:

1. Log onto www.intactspecialty.com/entertainment ... then scroll down and click on “*Planning an Event?*” – *Get a Free Quote*.
2. Enter the venue ID-code listed above or use the venue drop down menu.
3. Select the Event Details or “eligible activity” from the drop down window, e.g. wedding, festival, etc.
4. Answer the four questions.
5. Select the date range for the event on the calendar by clicking on the day of the event (if multiple dates, select all of these).
6. Name event...then click on yes/no for liquor liability...then add average daily attendance...then answer the next four questions (if applicable).
7. At this point you are able to “*GET QUOTE*”.

If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.

When you purchase coverage, a certificate of insurance is issued and sent via email, in your name or organization’s name, with a certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. (800) 370-2106.

Protect yourself from claims for injuries or property damage during your event

Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at

www.intactspecialty.com/entertainment.

Please use the online contact information for questions about whether other events are eligible for coverage

Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, including things such as:

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

How do I get more information about TULIP?

Visit:

www.intactspecialty.com/entertainment

or contact Susan Kludjian at

(978) 661-6662 or

Christine Mitchell

at (978) 661-6857.

Get a Quote or Purchase TULIP coverage:

Step 1:

Visit

www.intactspecialty.com/entertainment

Click on – Planning an Event?.. **GET A FREE QUOTE**

Step 2:

Enter...Facility/Venue ID Code

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Don't have a code? Search "National League of Cities" from the drop-down list, then select your location.

Step 3:

Describe event or activity

Select from drop-down menu.

Click next.

Step 4:

Get your quote

Answer some basic questions and enter your contact and billing information.

Step 5:

Purchase when ready

A credit card is required.

Protect yourself
and your guests
with TULIP coverage

* Exclusions apply if known attendance is greater than 5,000 people prior to the event.