



# CITY AND COUNTY OF DENVER

**DENVER**  
THE MILE HIGH CITY

**DEPARTMENT OF PUBLIC WORKS**  
Development Engineering Services

Public Works Permit Operations  
2000 W. 3<sup>rd</sup> Avenue, Room 107  
Denver, Colorado 80223-1027  
Phone: (303) 446-3759  
Fax: (303) 446-3755  
[www.denvergov.org/pwpermits](http://www.denvergov.org/pwpermits)

## Tenant Use & Liability Insurance Program (TULIP) Entrance Requirements for Block Parties

<b>Authority:</b>	<ul style="list-style-type: none"> <li>✚ Revised Municipal Code, Chapter 49, Section 463 “Insurance requirements”</li> <li>✚ Public Works Rules &amp; Regulations</li> <li>✚ Insurance Broker Approval</li> </ul>
<b>Purpose of Ordinance:</b>	The City & County of Denver must be insured for liability whenever Public Right-of-Way is closed for block parties and similar events. The TULIP insurance is offered as a convenient way to comply with this requirement.
<b>Document Date:</b>	December 14, 2009
<b>Permit Types:</b>	Revocable Street Occupancy Permit – Required for occupying the right-of-way. Participation in TULIP generates the required Certificate of Insurance for the approved Class Descriptions (attached).
<b>Permit Dates:</b>	The date(s) specified by the applicant of the block party or special event.
<b>Customer Interface:</b>	Most communication will be with Public Works Permits Operations (PWPO)
<b>Affiliated Departments &amp; Agencies, and Roles:</b>	<ul style="list-style-type: none"> <li>✚ The Office of City Attorney</li> <li>✚ Risk Management Unit places the TULIP program for the City</li> </ul>
<b>Certificate of Insurance:</b>	Pursuant to the Denver <u>Revised Municipal Code</u> , Customer needs to submit to Public Works Permit Operations a <b>Certificate of Insurance</b> providing coverage for the duration of the Permit. Specific coverage should include, but not be limited to, the amounts on the attached sample. Permits will not be issued without <b>Certificate of Insurance</b> issued by the applicant’s own insurance agent, or through the TULIP program. Please have your Insurance Agent include the City and County of Denver as an Additional Insured as follows: <i>Additional Insured: The City and County of Denver, its Officers, Officials, and Employees</i> . The City and County of Denver must also be listed as the Certificate Holder. In the Cancellation section of the Certificate of Insurance, please have your agent either remove or delete (or XXX) out the words <i>Endeavor to</i> so that this clause will read ... <i>the issuing company will mail thirty (30) days written notice to the certificate holder ...</i> . (See attached sample)
<b>Application Process:</b>	<ul style="list-style-type: none"> <li>✚ TULIP insurance can only be purchased through the Entertainment Brokers International web site at <a href="https://www.ebi-ins.com/tulip">https://www.ebi-ins.com/tulip</a></li> <li>✚ See the attached instruction page</li> <li>✚ Applicant will be quoted a premium immediately.</li> <li>✚ Payment must be made via the web site with a credit card.</li> </ul>
<b>Approval Process:</b>	<ul style="list-style-type: none"> <li>✚ The Certificate of Insurance for the Block Party will be emailed to the applicant once payment is processed.</li> </ul>
<b>Fees:</b>	Fees for the TULIP program are determined by the underwriter and based upon the criteria list below.

# National Tenant User Liability Program

## Tenant Users Liability Insurance Policy (TULIP)

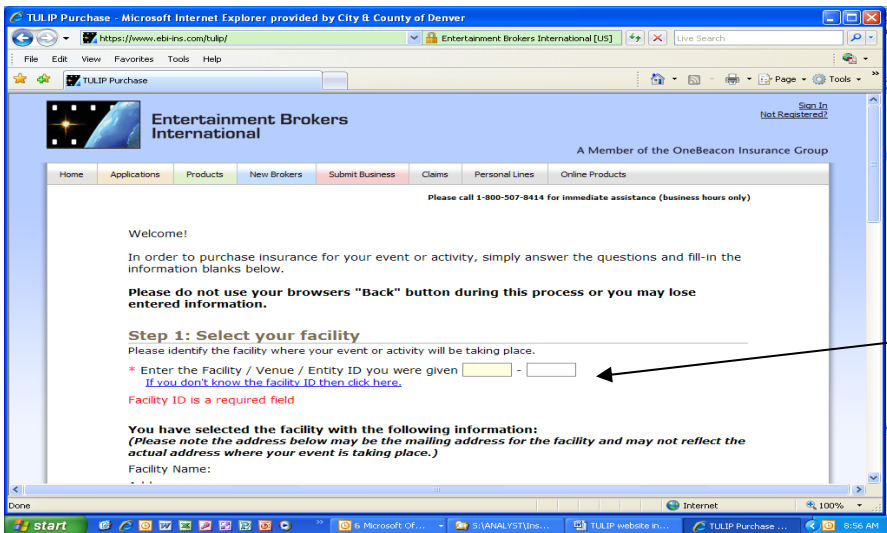
### Website Instruction

If you have questions or are having trouble accessing the website, please call 1-800-507-8414

Note: You may view TULIP fees by obtaining a quote, with no obligation to purchase.

To access the TULIP program, please visit <https://www.ebi-ins.com/tulip/>

1. Step 1 asks you to select your facility (the location your event will be taking place). Enter the actual facility code:  
**DENVER PUBLIC WORKS = 1879-002**



2. Once you have made a selection, please verify you have the correct location before proceeding to the next step.
3. When you have selected the correct location, you are ready to follow the steps to obtain your quote and purchase coverage if desired. If you do not have the correct location, you can go back to the drop down lists to select again.

**IMPORTANT!** When you are asked for the name of your event, include the name of the park, recreation center or other facility you are renting in the name. If you have a permit number, please include that, as well.

Examples: Closure of 1800 to 1900 Lawrence Street for Block Party  
John Smith Family Picnic at City Park Permit Number XXXX

4. Once coverage has been purchased, a certificate of insurance will be e-mailed to you. Please print and provide a copy to the Public Works Permit office.

If you have questions or are having trouble accessing the website, please call 1-800-507-8414

## Entertainment Brokers Insurance Company TULIP Event Permit Insurance Rate Schedule

### Rating Schedule A: Per Event/Per Day Rates (Net) 1-4 Days

Attendance	Class 1	Class 2	Class 3	Additional Premium - Liquor
1-100	\$ 75.00	\$ 100.00	\$ 150.00	\$ 75.00
101-500	\$ 100.00	\$ 135.00	\$ 200.00	\$ 185.00
501-1,500	\$ 150.00	\$ 185.00	\$ 310.00	\$ 260.00
1,501-3,000	\$ 200.00	\$ 315.00	\$ 425.00	\$ 375.00
3,001-5,000	\$ 300.00	\$ 425.00	\$ 625.00	\$ 490.00
5,001 +				

\*\* Premium will also include additional 3% charge for Terrorism

### Rating Schedule B: Per Event/Per Day Rates (Net) 5 or more Days

Attendance	Class 1	Class 2	Class 3	Additional Premium - Liquor
1-100	\$ 95.00	\$ 170.00	\$ 300.00	\$ 110.00
101-500	\$ 140.00	\$ 215.00	\$ 360.00	\$ 275.00
501-1,500	\$ 235.00	\$ 355.00	\$ 455.00	\$ 435.00
1,501-3,000	\$ 335.00	\$ 460.00	\$ 575.00	\$ 600.00
3,001-5,000	\$ 450.00	\$ 625.00	\$ 785.00	\$ 750.00
5,001 +				

\*\* Premium will also include additional 3% charge for Terrorism

### Vendors Liability Rate Schedule:

The following rates and premiums (net) are to be applied in addition to the above premiums.

Exhibitors	No Sales	\$45.00 per day/per exhibitor up to a maximum of \$300.00 per day.
Concessionaires	Non-Food Sales	\$65.00 per day/per concessionaire up to a maximum of \$425.00 per
Concessionaires	Food Sales	\$75.00 per day/per concessionaire up to a maximum of \$475.00 per
Attractions	Performers	\$150 per day/per concessionaire up to a maximum of \$950.00 per

# TULIP CLASS DESCRIPTIONS

## Description of TULIP Hazard Class I Event(s):

<p>Anniversary Parties          Antiques Shows          Art Festivals          Art Shows          Auctions          Auto Shows          Award Presentations          Ballets or other Classical Dance Shows          Banquets          Bazaars          Beauty Pageants          Body Building Contests          Business Meetings          Business Shows          Birthday Parties          Charity Benefits, Auctions, or Sales          Church Services or Meetings          Civic Club Meetings          Classical Music Concerts – Indoors          Consumer Shows          Conventions in Buildings          Craft Shows          Debuts          Debutante Balls          Drill Team Exhibitions          Educational Exhibits          Electronics Conventions          Fashion Shows</p>	<p>Fishing Events          Flower Shows          Garden Shows          Graduations          Harvest Festivals – No farm implements or equipment          Home Shows          Jam &amp; Jazz Concerts – Indoors          Job Fair - Indoors          Ladies Club Events          Lectures          Luncheons          Meetings – Indoors          Pageants          Professional &amp; Amateur Assn Meetings          Reunions – Indoors          Séances          Scouting Jamborees – No overnight camping          Seminars          Social Receptions          Speaking Engagements          Symphony Concerts          Teleconferences          Telethons          Trade Shows – Indoors          Vacation Shows          Voter Registration          Wedding Receptions</p>
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## Description of TULIP Hazard Class II Event(s):

<p>Bingo Games          Classical Music Concerts – Outdoors          Festival &amp; Cultural Events – Indoors          Jam &amp; Jazz Concerts – Outdoors          Job Fairs – Outdoors          Meetings - Outdoors          Old Timer Events          Picnics held at grounds without pools or lakes          (Note: Completed application will be required to provide premium quotation for picnics held at grounds with pools or lakes if the permit includes water activity such as swimming or waterskiing)</p>	<p>Political Rallies          Reunions - Outdoors          School Band Competitions or Events          Soap Box Derbies          Social Gatherings – Outdoor          Trade Shows          Union Meetings</p>
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## Description of TULIP Hazard Class III Event(s):

Aerobics & Jazzercise Classes or Special Events	Ice Skating Shows
Baseball	Junior Athletic Games
Basketball	Karate Meets
Bicycle Rallies	Livestock Shows
Block Parties/Street Closures/Street Fairs with <b><u>NO</u></b> rides or vendors	Nightclub Shows
Casino & Lounge Shows	Parades – Under 500 Spectators
Country Western Events – No rodeos or rides	Proms
County Festivals & Fairs – No rides	Softball Events
Festivals & Cultural Events – Outdoors	Sporting Events - Indoors – Non-professional
Film Showings	Theatrical Stage Performances
Heads of State Events	Volleyball Events

## Exclusions – All Hazards In Connection With Designated Events Or Premises Designation Of Operations Or Premises

Aircraft Events	Motorized Sporting Events
Animal Acts & Shows	Overnight Camping
Balloon Events	Professional Sports
Block Parties/Street Closures/Street Fairs with rides or vendors ( <b>Note:</b> Completed application will be required to provide premium quotation)	Promoters
Boat Shows	Pyrotechnics
Boxing, Wrestling, Hockey & Football Games	Rap or Heavy Metal Concerts
Carnivals	Rummage Sales
Circuses	Rodeo and Roping Events
Concerts – Not Otherwise Classified	RV Shows
Evangelistic Meetings	Sidewalk Sales
Exhibitions	Ski Events
Film Production	Swap Meets
Fireworks	Swimming or Pool Facilities
Gun & Knife Shows	Tractor Pulls
Gymnastic Competitions	Water Events
Instructional Classes	Any event with a known attendance prior to the event greater than 5,000 people
Marathons	Any event not otherwise scheduled in TULIP Hazard Class I Event(s), or TULIP Hazard Class II Event(s), or TULIP Hazard Class III Event(s)
Mechanical Amusement Devices	
Mobile Home Shows	

TENANT USERS LIABILITY INSURANCE

CERTIFICATE BINDER

THIS CERTIFICATE/BINDER REPRESENTS A SUMMARY OF THE INSURANCE PROVIDED. INSURANCE PROVIDED IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

**Date:** 1/9/2009 1:43 PM  
**Certificate Number:** 4541  
**Broker:** Arthur J. Gallagher  
**Tenant User:** *Tenant User Name*  
**Event Title** Sweet 16  
**Type of Event** Birthday Parties  
**Daily Attendance** 100  
**Period of Insurance:** 01/10/2009 12:01 AM To 01/11/2009 12:01 AM

**Policy #1** **GL00408-00**

<u>Coverage</u>	<u>Limits</u>
General Agg.	None
Products Completed Ops	\$1,000,000
Personal/Adv. Injury	\$1,000,000
Each Occurance:	\$1,000,000
Fire Damage:	\$50,000
Medical Payments:	Excluded

**SAMPLE**

**Premium Computation**

General Liability	\$77.00
Liquor Liability	\$0.00
Third Party Property Damage	\$0.00
Excess Liability	\$0.00
Total Premium	\$77.00
Total Fees	\$0.00
<b>Total Due</b>	<b>\$77.00</b>

**Certificate Holder/Additional Insured** Gallagher National TULIP Program  
6399 South Fiddlers Green Circle, Suite 300  
Greenwood Village, CO 80111  
NJ, Township of Hamilton  
6101 Thirteenth Street  
Mays Landing, NJ 08330

To obtain a complete copy of the policy with the terms, conditions and exclusions of the policy, you must contact us at: tulip@ebi-ins.com or (800) 507-8414.