

CITY AND COUNTY OF DENVER



DEPARTMENT OF PUBLIC WORKS
Development Engineering Services

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

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

Authority:	<ul style="list-style-type: none"> ✚ Revised Municipal Code, Chapter 49, Section 463 “Insurance requirements” ✚ Public Works Rules & Regulations ✚ Insurance Broker Approval
Purpose of Ordinance:	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.
Document Date:	December 14, 2009
Permit Types:	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).
Permit Dates:	The date(s) specified by the applicant of the block party or special event.
Customer Interface:	Most communication will be with Public Works Permits Operations (PWPO)
Affiliated Departments & Agencies, and Roles:	<ul style="list-style-type: none"> ✚ The Office of City Attorney ✚ Risk Management Unit places the TULIP program for the City
Certificate of Insurance:	Pursuant to the Denver <u>Revised Municipal Code</u> , Customer needs to submit to Public Works Permit Operations a Certificate of Insurance providing coverage for the duration of the Permit. Specific operations should include, but not be limited to, the amounts on the attached sample. Permits will not be issued without Certificate of Insurance 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)
Application Process:	<ul style="list-style-type: none"> ✚ TULIP insurance can only be purchased through the Entertainment Brokers International web site at https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx ✚ See the attached instruction page ✚ Applicant will be quoted a premium immediately. ✚ Payment must be made via the web site with a credit card.
Approval Process:	<ul style="list-style-type: none"> ✚ The Certificate of Insurance for the Block Party will be emailed to the applicant once payment is processed.
Fees:	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://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>

1. Step 1 asks you to select your facility (the location your event will be taking place). Enter the Denver Public Works Permit code:

DENVER PUBLIC WORKS PERMITS = 1879-002

The screenshot shows the TULIP Program website interface. At the top, there are logos for TULIP (Tenant Users Liability Insurance Policy) and Specialty Advantage Insurance Services. A navigation bar shows six steps: Step 1 Confirm Venue (highlighted), Step 2 Event Details, Step 3 Get Quote, Step 4 Confirm, Step 5 Summary, and Step 6 Make Payment. A phone icon with the number 800.507.8414 and hours 8:30 a.m. - 5 p.m. PT Monday through Friday is visible. A warning message states: 'Do not use your browser's "Back" button during this process or information you entered may be lost.' The main heading is '1 Confirm Your Venue'. Below it, there is a form with the text 'Enter your Venue ID Code: [] - [] Or search below'. A callout box with an arrow points to the first empty box, containing the text 'Enter Facility ID 1879-002 Here'. Below this, there is a search bar with the placeholder 'Enter venue name' and a 'Search' button.

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 event or facility you are renting in the name. If you have a permit number, please include that, as well.

Examples: Lawrence Street 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 Denver Parks Permit office.

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

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 & Jazz Concerts – Indoors Job Fair - Indoors Ladies Club Events Lectures Luncheons Meetings – Indoors Pageants Professional & 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 & Cultural Events – Indoors Jam & 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 <u>NO</u> 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 (Note: 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
Total Due	\$77.00

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.