Special Events Insurance

Chapman University requires liability insurance for vendors, performers, and exhibitors (parties) who participate in special events on campus, and from individuals or groups that use our space under the terms of a Facilities Use Agreement issued through the Conference Services Office.

There are two general categories of these parties:

I. **Internal Events:** These are generally events being sponsored by the University, often by a Recognized Student Organization. In connection with these events the University is inviting to campus speakers/performers under written contract. The terms and conditions of that contract require they provide evidence of liability insurance.

II. **External Events:** These are generally individuals or organizations that rent space on campus, through a Facilities Use Agreement, issued through our Conference Services Office, and these are not Chapman University events.

**For Category I Internal Events,** if the contracting party does not have a General Liability policy, the best mechanism for them to provide the coverage required by the University may be a Short-term liability insurance policy that provides them first party liability protection while at the same time providing Additional Insured status to the University. The best approach for these contracts, if the contracting party does not have liability insurance, is to direct them to a facility that will allow them to easily and inexpensively purchase the required coverage. As one example, see page 2 below for information on American Specialty Insurance & Risk Services, Inc. via their FastCov web portal.

**For Category II External Events,** if the contracting party does not have a General Liability policy, the best mechanism for them to provide the coverage required by the University may be a Short-term liability insurance policy. The TULIP Liability Insurance Program is specifically designed for that purpose. That policy will allow them to provide the required liability protection to the University. They can also extend the coverage to insure themselves for liability associated with their negligence. To do this, they will need to purchase coverage based on the nature of their operations. The charge will vary from about $45.00 for Exhibitors, to $65.00-$75.00 for Concessionaires and $150.00 for attractions, such as performers.

Example: Conference Services has booked a wedding event. The bride & groom would purchase TULIP to cover their use of our facilities for their wedding/reception. They will select wedding/wedding reception to classify their event. If they hire a DJ who does not have their own insurance, they would then need to cover that vendor under their coverage for the event. To do that, they would add coverage for the DJ under the “attractions” part of the vendor coverage.
For Category I Internal Events – Where to Go and How to Apply for Coverage:

One easy to use facility is American Specialty Insurance & Risk Services, Inc. via their FastCov web portal.

The Short-Term Special Events program they offer provides primary event General Liability coverage for short-term non-sports events. Coverage for 5 additional set-up days (if coverage is purchased far enough in advance) and 5 additional tear down days is automatically provided. Host Liquor coverage is available. Quotes on the cost of coverage as well as the complete application process is online at http://www.fastcov.com/shorttermspecialevent.html

When purchasing this policy, typically it is purchased by the vendor, in their name as the insured party. If it is purchased by the University on behalf of the vendor, it is important that the named insured is identified as the vendor.

Additional insured certificates can be requested after the purchase of insurance for no additional cost. If you request additional insured certificates at a later date, your confirmation number will be needed.

You should request Additional Insured language as follows: Additional Insured: Chapman University as Certificate Holder is named an Additional Insured with respect to liability caused by the negligence of the Named Insured as per Form GXA L428-Additional Insured-Certificateholder, but only with respect to the identified event.

This is what your quote will look like.
This is what your Application will look like.

### Policy Information
- **Policyholder Name:** John Otsuka
- **Policyholder Address:** 13 Any Street
- **Contact Name:** John Otsuka
- **E-mail Address:** john@gmail.com
- **Phone Number:** 123-456-7890

**Event Start Date:** 05/09/2015  
**Event End Date:** 05/09/2015

**Event Time:** 5:00 PM  
**Event End Time:** 9:00 PM

*Please note that an additional 5 days prior to the event date will automatically be added to the certificate effective date to allow for event set up. If coverage is purchased within 5 days of the event date, we will add as many set up days as possible between the certificate effective date and the event date.*

**Event Name:** Asian Pacific Student Org Luau

**Event Venue:** Chapman University

**Event City/State/Zip:** Orange / CALIFORNIA / 92866

**Estimated attendance per day:** 100

**Number of years this event has taken place:** 1-3

**Description of event and any ancillary activities:**
Luau on Chapman University Campus with John Otsuka band performing traditional Hawaiian music.

**Website:** (if applicable)

**Agent Code:** [What is this?]

**Agent E-mail:**

**Agent Contact Name:**

**Agent Phone:**

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This American Specialty Sports & Entertainment Purchasing Group has been organized as a purchasing group in Indiana, pursuant to legislation enacted by the US Congress as the Federal Liability Risk Retention Act of 1985. You become a member of the purchasing group once your completed application has been approved and your membership fee and premium payment are received. The applicant hereby represents and confirms that

- Please check this box to confirm that you have read and agree to our fraud notice.

In addition to the commissions or fees received by American Specialty for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines

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10-03-23
This is what your Payment Page will look like.

![Payment Page Screenshot]

**Quotation Information**

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<tr>
<th>Description</th>
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<td>Total</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

**Policyholder Information**

- Insured: John Otsuka
- Address: 13 Any Street
- City/State/Zip: Orange, CA 92866

**Contact Information**

- Name: John Otsuka
- Phone: 123-456-7890
- Email: john@gmail.com

**Event Information**

- Start Date-End Date: 05/09/2015 - 05/09/2015
- Event Name: Asian Pacific Student Org Luau
- Venue: Chapman University
- Estimated attendance per day: 100
- Estimated attendance (all days): 100
- Description of event and any ancillary activities: Luau on Chapman University Campus with John Otsuka band performing traditional Hawaiian music.
- Website: TBD

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10-03-23
TULIP Liability Insurance Program

This document provides basic underwriting and pricing information on the TULIP insurance program.

TULIP stands for Tenant-User Liability Insurance Policy. It provides insurance to third parties who are using university facilities. It is event-specific and can cover vendors, performers, and exhibitors, as needed. It is not designed for vendors or performers who are contracted by the University to provide services.

The TULIP program offers a cost-effective, easy way for campus facility users to get the insurance they need. The transaction is concluded with payment by credit card by the tenant-user. Upon completion of the transaction, copies of the application and certificate coverage are e-mailed to the tenant-user and the institution’s risk management and scheduling offices.

What kinds of events does the program cover?

Class I events are low-risk and include weddings, receptions, classical music recitals or dance shows, art shows, meetings, and socials.

Class II events are considered slightly higher risk and include political rallies, several outdoor events, soapbox derbies, and union meetings.

Class III events are the highest category of events that can be automatically covered without underwriter oversight and include some sports events, small parades, and theatrical stage performances.

Class IV events must be referred to the underwriter.

How it Works:

- Log in to website [https://tulip.ajgrms.com](https://tulip.ajgrms.com). The purchaser will use the following Location ID/User Code: 3916, then click on Begin New Quote.
- The system will take you through the process, where you can obtain a quote, purchase coverage and pay for your coverage by credit card.
- Select the state of California, then select Chapman University from the dropdown list, then hit Next.
- Select the date of the event. You can separately (on that same screen) add additional dates. Then enter average daily attendance, then click Next.
- Select the Event Type that most closely matches your event, then click Next.
- Respond to the next 3 questions, then click Next.
- You will then see the coverage and cost, and can then purchase the coverage
Upon completion of transaction, you will receive via email, a Binder/Certificate evidencing coverage
The Facility/Venue Office will also receive a Certificate as part of your facility use application process

For URMIA TULIP Program Assistance and/or Questions Contact:

If you have not already, please view our Frequently Asked Questions for further information about the TULIP.

If you still need assistance with the TULIP, you may contact us using the information below, or you may send us a message using our Contact Us form.

Anita Bruner
Arthur J. Gallagher Risk Management Services, Inc.
6399 S. Fiddlers Green Circle, Suite 200
Greenwood Village, CO 80111
800.333.3231 ext 2574
Anita_Bruner@ajg.com

Or

Tracy Paladino
tracy_paladino@ajg.com
800.333.3231 ext 2614

Office Hours
Monday - Friday 8:30 AM to 5:00 PM Mountain Time
Closed Saturday & Sunday

10-03-23