



MEMORANDUM

Date: September 25, 2008

To: Pastors, Principals, Business Managers and Administrators

From: Rhonda Kwei, Risk Manager

Re: **“TULIP” (Tenant User Liability Insurance Program)**
New 2008-2009 TULIP Rates and Forms

- **New Rates:**
Effective **October 1, 2008**, new rates will apply for all outside user events. We are pleased to inform you that a single rate will now cover all eligible outside user events as listed below.

COVERAGE COST (1 - 3 DAYS)		
Number of Attendees	Per Event Rate	*Liquor Liability Additional Rate
1 - 1000	\$105	\$100

- **New Form:**
Enclosed are the new TULIP form and guidelines for your immediate use for all events scheduled after October 1, 2008.

The new TULIP form will also be available in the upcoming *Priests Mailing* and the *General Mailing* which will allow you to download and print them as needed.

- **Reminders:**
 1. Complete the entire form, incomplete forms cannot be processed
 2. Both parties must sign where indicated
 3. Copy the form for distribution for outside user and parish/ school files
 4. Checks should be made payable to Arthur J. Gallagher & Co., and mailed with the original TULIP form to the Risk Management Office
- **Questions:**
Please contact the Risk Management Office at (503) 233-8360.

Enclosure

**ARCHDIOCESE OF PORTLAND IN OREGON: INSURANCE PROGRAM
 "TULIP" (TENANT USERS LIABILITY INSURANCE PROGRAM) FOR OUTSIDE USER EVENTS**

INSTRUCTIONS

- 1) Complete the entire form
- 2) Both parties must sign where indicated
- 3) Copy the form for distribution for outside user and parish/school file
- 4) Mail the original form and check, made payable to Arthur J. Gallagher & Co., to the Risk Management Office

Parish or School (Additional Insured - Lessor) _____ Street Address _____ City _____ Zip _____

Facility/Building (i.e. Hall, School Gym, ...) To be used and address if different from above. _____ Parish or School Phone # _____

Event Sponsor (Organization or Individual Renter) _____ Type of Event (reception, meeting... Please specify.) _____
 (Named Insured)

Contact Person(s) _____ Date of Event _____

Address _____ City _____ Telephone _____ Time of Event _____

Number of Participants: _____ Number of Days: _____

Liquor being served? ___ Yes ___ No Food being served? ___ Yes ___ No

Liquor being sold? ___ Yes ___ No If Yes, Liquor Liability must be purchased – see rates below

Coverage is provided only for the event and dates specified above.

Please notify the Risk Management Office immediately of any loss or incident related to this event.

_____ Date of Request

Signature of Outside User/Named Insured _____ Signature of Pastor, Administrator or Representative _____
 (Event Sponsor) acknowledging receipt of completed request, payment, & Rental Agreement

Liability Insurance Coverage provided by: Great American Assurance Company
 Limit of General Liability coverage: \$1,000,000 per Occurrence
 Host Liquor Liability: Included
 Liquor Liability: Additional Premium Required (see below)

PER EVENT, 1 TO 1000 ATTENDEES (Includes host liquor liability coverage if alcohol is SERVED) \$ 105

IF ALCOHOL WILL BE SOLD ADD \$ 100

TOTAL \$ _____

SEE "GUIDELINES FOR PURCHASING TULIP INSURANCE" FOR ELIGIBLE EVENTS AND EXCLUSION INFORMATION

MAKE CHECK PAYABLE TO:

Arthur J. Gallagher & Co.
 P.O. Box 7443
 San Francisco, CA 94120-7443
 Phone: (415) 546-9300 or (800) 877-9300

MAIL COMPLETED FORM & PAYMENT TO:

**Risk Management Office
 Archdiocese of Portland in Oregon
 2838 East Burnside Street
 Portland, Oregon 97214-1895
 Phone: (503) 233-8360 or (503) 234-5334**

**THIS NOTIFICATION OF AN EVENT SHOULD REACH THE RISK MANAGEMENT OFFICE
 AT LEAST SEVEN (7) DAYS PRIOR TO THE EVENT**

Guidelines for Purchasing TULIP Insurance

**Coverage provided by:
Great American Insurance Company
Effective October 1, 2008**

BASIC COVERAGE	LIMIT OF LIABILITY	COVERAGE COST 1 - 3 Consecutive Days (not including set-up or tear down)		
Commercial General Liability Includes Host Liquor Liability	\$1,000,000 Combined Single Limit, Bodily Injury and Property Damage Per Occurrence	Number of Attendees	Per Event Rate	*Liquor Liability Additional Rate
		1 - 1000	\$105	\$100

*Liquor liability must be purchased for events when alcoholic beverages will be sold.

ELIGIBLE EVENTS (Including but not limited to)

Auctions	Picnics (no pool or lake activities)
Award presentations	Poetry readings
Banquets/luncheons	Political campaign rallies
Bar Mitzvah/Bat Mitzvah	Proms
Bazaars	Recitals
Bingo games	Religious assemblies
Car shows - auto static only	Reunions (family, class)
Charity auctions/benefits/dances/sales	Rummage sales
Concerts (call for approval – no rock, rap or hip-hop.)	School band/drill team competitions
	School carnivals (no rides)
Conventions	Scouting jamborees
Debuts	Seminars
Debutante Balls	Shows (animal/horse/livestock judging. Antique, art, auto-static display, boat, business, consumer, craft, fashion, flower, garden, home, RV, trade, vacation)
Festivals (art, craft, ethnic, harvest)	
Flea markets	
Graduations	Social gatherings/receptions
Job fairs	Speaking engagements
Lectures	Stage shows (dance, music, theatrical)
Meetings (business, civic club, evangelistic)	Swap meets
Pageants	Theatrical performances/musicals
Phone-a-thons	Wedding Receptions

SEE PAGE 2 FOR INFORMATION ON INELIGIBLE EVENTS AND NOTABLE EXCLUSIONS

Guidelines for Purchasing TULIP Insurance

Continued

INELIGIBLE EVENT TYPES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

Concerts (call for approval – no rock, rap or hip-hop.)	Claims arising out of the operation of concessionaires, exhibitors and vendors at your event.
Activist rallies, marches or literature distribution	
Athletic activities, events & competitions	Events requiring Liquor Liability (Host Liquor included) can be purchased for additional premium
Overnight retreat	
Parades	Historic battle re-enactments
Rodeos (activities including but not limited to, bull riding, steer roping or barrel racing)	Cinematography and photography for commercial use
Events providing habitational or camping accommodations as an inclusive part of the event	Health fairs
	In/on water activities
	Gun & knife shows

NOTABLE EXCLUSIONS

Abuse or molestation	Fireworks
Aircraft/hot air balloon	Designated operations exclusion - those events listed as ineligible
Airport	
Amusement devices, including but not limited to, any mechanical or non-mechanical ride, slide, water slide, pony rides, moonwalk or moon bounce, bungee (does not include video arcade or computer games)	Fungi or bacteria
	Lead
Animals (injury or death to any animal)	Motorized vehicles/motorcycle/watercraft/powerboat practicing for, qualifying for or testing for any racing speed, demolition or stunting activity
Asbestos	Nuclear energy
Employment - related practices	Performers
Injuries to participants in any Athletic or sport related Activities	Rodeo activity including equestrian riding and horse racing
Trampolines	Day Care Operations

Please check with the Risk Management office if you have any questions.

Phone (503) 233-8360 - Fax (503) 234-2903