

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.



Quotation Information	
General Liability Premium:	\$65.00
Fees:	\$25.00
Total:	\$90.00
Quote Number:	KWDEA11076186
(What is a quote number?)	
E-mail my quote number	
Print Quote	Print Quote
Please Note: Rates for saved quotations are subject to change up until the date coverage is purchased.	

Need Assistance?	
Call us:	877-441-4011
E-mail us:	fastcov@fastcov.com

Certificate Information
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.

This is what your Application will look like.

Policy Information

Policyholder Name: [\(What is this?\)](#) John Otsuka

Policyholder Address: 13 Any Street

Policyholder City/State/Zip: Orange / CA / 92866

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 Start 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. In addition, 5 days will automatically be added to the certificate expiration date to allow for event tear-down.

Event Name: Asian Pacific Student Org Luau

Event Venue: Chapman Ulniversity

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: [\(What's this?\)](#)

Agent E-mail:

Agent Contact Name:

Agent Phone:

Fraud Notice:
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 1986. 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.

Compensation Disclosure:
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

This is what your Payment Page will look like.

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Confirmation

Please confirm your information below and select your payment method. If you need to make a change, please click the previous page button. Additional Insureds can be added (for no additional charge) once payment has been processed and coverage is bound.

Quotation

[Previous Page](#) [Pay by Credit Card](#)

[Print Quote](#) [Print Quote](#)

Quotation Information

General Liability Premium:	\$65.00
Fees:	\$25.00
Total:	\$90.00

Quote Number: KWDEA11076186

Please Note: Rates for saved quotations are subject to change up until the date coverage is purchased.

Policyholder Information	Contact Information
Insured: John Otsuka Address: 13 Any Street City/State/Zip: Orange, CA 92866	Name: John Otsuka Phone: 123-456-7890 Email: john@gmail.com
Policy Information	Event Information
Policy Effective/Expiration Dates: 05/04/2015 - 05/15/2015	Start Date-End Date: 05/09/2015 - 05/09/2015 Start Time-End Time: 5:00 PM - 9:00 PM Event Name: Asian Pacific Student Org Luau Venue: Chapman University City/State/Zip: Orange/CA/92866 Estimated attendance per day: 100 Estimated attendance: (all days) 100 Type of event: Social gathering or reception 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: TBD

For Category II External Events – Where to Go and How to Apply for Coverage:



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>. 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