

### TULIP - Tenants' and Users' Liability Insurance Policy

The TULIP is a Tenants' and Users' Liability Insurance Policy that provides special event liability coverage. It is used by Northern Arizona University (NAU) to permit third parties to use NAU facilities for specific events. It is designed for third party users who do not carry liability insurance and is offered at a low cost. It is event specific and can also cover vendors, performers and exhibitors, if needed. It protects both the third party and NAU against claims for injury or damage as a result of participating in an event.

Events may range from low risk events such as classroom seminars, receptions, or weddings to high risk events including festivals and fairs, sports events, or concerts. The policy has exclusions for certain high-risk activities. Third parties may need to obtain coverage from another insurer if their event does not qualify for the TULIP program.

#### How does it work?

Fill in the information requested below and route the form to [NAU-Insurance@nau.edu](mailto:NAU-Insurance@nau.edu). NAU will review the information to determine if the event qualifies for a TULIP. A quote, link and a code will be provided to help facilitate the process. The link will guide third parties through the process to purchase coverage via credit card or electronic check. Upon completion of the transaction, NAU and the third party will receive a certificate/binder of coverage via email. For all events, NAU will be named as Additional Insured.

#### Third Party Information

Business Name:	Contact Name:
Address including City, State and Zip Code:	
Phone Number:	Email Address:
Event Title:	Date(s) of Event:
Average daily attendance? Example: If the event is 3 days and there will be 25 people the first day, 30 people the second day, and 500 people the third day, please enter 185 (555/3 = 185)	Description of Event (be as descriptive as possible):
Will alcohol be sold during the event?	Will there be vendors or exhibitors for your event such as but not limited to caterer/concessionaire, DJs, exhibitor?
Name of NAU Sponsoring Department:	NAU Department Representative:
NAU Department Contact information (phone and/or email):	