



Department of Financial Services

100 East Eighth Street
Cincinnati, OH 45202
513-421-3131

MEMORANDUM

TO: Pastors, Administrators, Principals, and Business Managers

FROM: Charlotte Carpenter

DATE: July 1, 2018

RE: 2018 “Special Events” Insurance Program – **Internet Based System**

The “Special Events Insurance Program” also known as Tenant User Liability Insurance Program (TULIP) is only available online. TULIP provides insurance coverage when a parish or school allows an event to be held on parish/school property, but the event is not parish/school sponsored. The most common example is a wedding reception held at a parish hall which serves alcohol. If an individual or outside organization holds an event on parish/school property, they have one of two choices, either (1) provide a certificate of insurance naming the parish/school as additional insured for at least \$1,000,000.00 or (2) purchase the TULIP coverage. TULIP is underwritten by K&K Insurance and is handled through our broker at Arthur J. Gallagher Risk Management Services.

Key points: when applying for coverage online:

- Internet based system date and time stamps all requests for coverage
- Simply answer questions and check the appropriate boxes
- System immediately processes transactions and provides approval for event and the certificate of insurance
- There is no change in coverage or price
- System accepts credit card payments and electronic checks
- Parishioner or Parish may complete the application

Please Note: TULIP Coverage Liquor Liability is **NOT** available on the web based system. A paper application is available at www.catholiccincinnati.org under the Ministries & Offices tab through the link for Risk Management and must be submitted via email to Mandy Clark; amanda_clark@ajg.com. Upon review and approval an invoice will be directly sent to the applicant. There are three instances in which a special liquor insurance policy is required: (1) If liquor is being sold, (2) When there is an admission price to the event which includes liquor, or (3) If liquor is served as part of a fund raising event.

- Questions about Special Events Coverage contact: Marissa Olszewski, Arthur J. Gallagher Risk Management Services (630) 285-4252 Email: Marissa_Olszewski@ajg.com
- Screen shots for the internet based TULIP system are posted online at www.catholiccincinnati.org under the Ministries & Offices tab through the link for Risk Management.
- Need assistance while completing the online application? Call (800)553-8368; help desk for K&K Insurance.

K & K Insurance TULIP website :

<http://www.kandkinsurance.com/sites/Tulip/pages/DioceseEligibility.aspx>