Effective Jan. 1, 2017, the existing TULIP program will be replaced with a member specific, online TULIP program. As we transition to an online program, we recommend two options moving forward as each member continues to work with vendors as they secure liability coverage for their events.

OPTION #1

Establish a Member Specific TULIP program. Here's how this would work. Any individual or group seeking to utilize member owned facilities would be directed to a TULIP website. The vendor would then simply input information for a quote, submit an application with a credit card payment and have a policy issued within minutes. Once set up, this option will eliminate time spent gathering information, signatures and premium amounts and allows the user to conveniently secure coverage. For assistance with setting up a Member TULIP program, please contact Marty Stevens at (801)307-2117 or email him at mstevens@ucip.utah.gov.

OPTION #2

Direct individuals/groups needing insurance to either their local insurance agent or provide a list of Special Event Liability Insurance Companies. In general, a majority of vendors should be able to simply contact their home, auto or business insurance agent to secure event coverage. For those looking for another option, there are many special event insurance companies in the market and online. Most online special event policies can be quoted and issued within minutes and are very user friendly. This option gives the vendor the ability to shop around and may also provide a broader range of coverage options like Weather and Disaster Insurance, Medical Insurance, etc.

It is possible to take advantage of both options listed above. The TULIP policy does have a list of "Excluded Events and Activities" including events involving Fireworks, Circuses, Haunted Houses, Bounce Houses/Inflatable Toys, Laser Tag, etc. For these events, a vendor may turn to an online special event carrier who is able to issue a policy covering higher risk activities. Vendors may also utilize both options to make price and coverage comparisons with the various special event carriers available.

To protect public safety and the public funds entrusted to counties and members, contracts should be utilized with event participants. Contracts should include an indemnification provision along with insurance requirements for the event participant. UCIP recommends that a majority of vendors carry some level of liability coverage when using member owned facilities. Because some vendors will have existing insurance and others will not, we suggest having a system in place verifying liability coverage and including an insurance provision in the contract stating how the "Additional Insured" language should read.

Below, you will find a letter template that can be tailored to your specific policies and procedures and will hopefully give you an outline to help make the transition as seamless as possible. You would simply provide the letter to event participants who are in need of a special event policy and request that they provide a copy of the policy to you prior to the event. Please feel free to give us a call with any questions or concerns. Thank you.

SPECIAL EVENT LIABILITY INSURANCE CHECKLIST

Liability insurance requirements must be met in order to utilize the Event Center/Facility located at 5397 S Vine Street Murray, UT 84107. If you do not have existing liability coverage, your event may qualify for a **Special Event Liability Policy**. To secure a special event policy for your event, we suggest using one of the following resources:

1) Contact your local Insurance Agent to set up a policy for your event.
2) Utilize the County TULIP program. To purchase a policy please go to www.setupmypolicy.com.
3) Use an online special event insurance company. Listed below are only 3 of the many companies who offer event insurance.
   https://www.theeventhelper.com/
   http://www.markelinsurance.com/event
   http://www.eventinsurances.com/

Your policy must include the following information:

- ✓ Specify date(s) of event and event description
- ✓ Minimum liability limit requirement: $1,000,000.00 per occurrence
- ✓ Additional Insured must read as follows:
  Salt Lake County
  5397 S Vine Street
  Murray, UT 84107

Proof of insurance must be submitted 10 days prior to your event. If you currently have liability insurance meeting the coverage requirements, please make sure that Salt Lake County is listed as an additional insured on your policy prior to submitting proof of coverage to us. Thank you and please feel free to contact County Representative at (012)345-6789 with any questions.

County Representative