

Villanova University Conference Services  
800 Lancaster Ave, Galberry Hall  
Villanova, PA 19085

## **EVENT INSURANCE PURCHASE OPPORTUNITY**

**For Day or Overnight Adult Guest Groups and**

**For Adult Guest Groups Which Include Minors\* Accompanied by an Adult Family Member**

**\*\*University Risk Management and Insurance Association TULIP Program**

A Tenants and Users Liability Insurance Policy (TULIP), also known as Events Coverage, is designed to provide low cost general liability insurance to third party users of an institution's facilities. It protects both the Facility User and the Institution against claims by third parties who may be injured or experience property damage or loss as a result of participating in an event or meeting. Due to interest expressed by many of its members, the University Risk Management & Insurance Association (URMIA), of which Villanova is a member, has put together their own TULIP Program through Gallagher Insurance.

The URMIA TULIP is a web based program. Villanova's insurance requirements and required information are already in the web program. Tenant users (facility users) who need insurance for their event can be directed to the new improved TULIP website, which is <https://tulip.ajgrms.com/>

Facility users simply click on the Quick Quote tab, select the state of Pennsylvania and Villanova from the list of institutions. Facility users will answer a few very basic questions regarding the event including: the number of people in attendance, dates, activity, and can they pay by credit card for the insurance coverage. Once the coverage is placed, a certificate of insurance evidencing the group's insurance will automatically be sent to the Villanova University Risk Management Office (within a few minutes if there are no problems or questions on the application.) The cost of the coverage obviously varies based upon the risk of the activity, the number of days, number of participants, and if there are any special requirements, including liquor liability. The premiums are very reasonable. It should be noted that the University is automatically listed as additional insured on the policy at no extra charge, and there is no need to purchase "excess liability coverage" when asked since the standard coverage in this TULIP policy already meets Villanova's requirements.

There is a Tutorial on the website that helps to explain the process of securing a quote in more detail. Facility users are welcome to visit the online tutorial at:

<https://gallagher.viewscencasts.com/dd56fb54a76846fba36475a36decfec9>

In the event a group has any questions or problems with the site, they can contact Gallagher at [Denver.BSD.TULIP@ajg.com](mailto:Denver.BSD.TULIP@ajg.com), phone 844.226.6097. If there are additional risk management – related questions, a University client/tenant user group can obtain further information at **610-519-3588, Villanova University Risk Management Office.**

\*Minors are youth are under age 18. Adults are age 18 and over.

\*\* This URMIA TULIP insurance program is not an option for groups which include any youth not chaperoned by an adult family member. Contact the Office of Conference Services for a list of other insurance provider options.