

EVENT LIABILITY INSURANCE (URMIA/TULIP)

GENERAL INFORMATION

Seattle University requires all external clients (off-campus entities) to provide proof of insurance. Clients must carry a general liability insurance policy with a minimum coverage of \$1,000,000 and name Seattle University as additionally insured. A copy of the certificate is required to be on file by the deadline set in the Event Contract.

Seattle University academic and administrative departments and student organizations are covered by the university's master policy and are exempt from providing proof of insurance.

PROCESS FOR PROCURING INSURANCE

Seattle University has contracted with University Risk Management and Insurance Association (URMIA) to provide TULIP coverage which is commonly known as "events coverage." This coverage enables institutions such as Seattle University to provide organizations to use facilities for specific events. It protects the University as well as the event organizers against claims by third parties who may get injured as a result of participating in an event.

An event organizer may purchase insurance by going to the URMIA TULIP website at <https://tulip.ajgrms.com/>.

Follow the below instructions to purchase your TULIP coverage:

1. Go to <https://tulip.ajgrms.com/> and start a "Quick Quote"
2. Select the State: Washington
3. Select Location/Institution: Seattle University
4. Select Venue : 4387 Seattle University
5. Select Dates: Include ALL days your staff will be on campus
6. Enter Average Daily Attendance
7. Select Event Type: Banquet, Reception, etc.
8. Select Additional Coverage Options
9. Review the Coverage and Premium Summary
10. Purchase Coverage
11. Payment
12. Submit & Confirm

SEATTLEU

CONFERENCE AND EVENT SERVICES

901 12th Avenue, Seattle, WA 98122-1090 | (206) 296-5620

www.seattleu.edu/ces/ | rooms@seattleu.edu

