




**How to Purchase Comprehensive General Liability Insurance for Your Event, Conference, Lodging or Retreat**

- The University requires all non-university events to carry comprehensive general liability insurance, called TULIP.
- Renter acknowledges that some uses and event types may not be covered under a TULIP and that Renter shall assess its own risk management requirements, without reliance upon the University or its TULIP requirement.
- Renter’s TULIP must include all contracted hours and days in venue (s) to be covered, including rehearsal and set up/breakdown dates.
- If serving alcohol at your event – preferred caterer or beverage provider must provide University of Redlands with proof of their liquor liability coverage.
- A certificate of insurance can be purchased through Mercer Consumer, the University of Redlands special event insurance partner. The cost is based upon the type of event and number of expected guests, with more details provided at [www.campusconnexions.com/redlands](http://www.campusconnexions.com/redlands).




**1. To purchase a TULIP, Renter must apply online at <https://www.campusconnexions.com/redlands>**

**2. Select Event Liability**

**WELCOME TO UNIVERSITY OF REDLANDS' INSURANCE PROGRAM WEBSITE.**  
From students to alumni, faculty and staff to retirees, we have your campus related insurance needs covered. With so much at stake, let us help you protect your path and provide the peace of mind that you deserve.

<p style="text-align: center; font-size: small;">Student Products</p>  <p style="font-size: x-small;">Learn more about coverages available for other student needs or activities.</p> <p style="text-align: center; font-size: x-small; background-color: #0056b3; color: white; padding: 2px;">LEARN MORE</p>	<p style="text-align: center; font-size: small; background-color: #ffff00;">Event Liability</p>  <p style="font-size: x-small;">Protect your financial investment and proactively manage your risk by properly insuring your event.</p> <p style="text-align: center; font-size: x-small; background-color: #0056b3; color: white; padding: 2px;">LEARN MORE</p>	<p style="text-align: center; font-size: small;">Accident Medical</p>  <p style="font-size: x-small;">Accident medical coverage for group activities and short-term events (required for athletic activities).</p> <p style="text-align: center; font-size: x-small; background-color: #0056b3; color: white; padding: 2px;">LEARN MORE</p>
<p style="font-size: x-small;">Vendor Liability</p>		

**3. Select Tenant User Liability Insurance Policy**

<p style="text-align: center; font-size: small; background-color: #ffff00;">Tenant User Liability Insurance Policy</p>  <p style="font-size: x-small;">Apply online for this policy (TULIP), which fulfills all the insurance requirements you need in order to use a facility for your event.</p> <p style="text-align: center; font-size: x-small; background-color: #0056b3; color: white; padding: 2px;">LEARN MORE</p>	<p style="text-align: center; font-size: small;">Student Special Event Liability</p>  <p style="font-size: x-small;">An insurance program to provide short term liability coverage for your event.</p> <p style="text-align: center; font-size: x-small; background-color: #0056b3; color: white; padding: 2px;">LEARN MORE</p>	<p style="text-align: center; font-size: small;">Event Cancellation</p>  <p style="font-size: x-small;">Protect your investment in case of postponement, cancellation or relocation of your event due to issues beyond your control.</p> <p style="text-align: center; font-size: x-small; background-color: #0056b3; color: white; padding: 2px;">LEARN MORE</p>
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**4. Read Overview and either**

- a. Select **Apply Now Box to the Right of the Page** to purchase insurance on-line or**
- b. Download an Application – Tulip Application Form and fax or email the document in to get insurance coverage**

**OVERVIEW**

Individuals and outside organizations may hold events at facilities provided they:

- Obtain written permission from the facility in charge of the space they wish to use
- Provide a Certificate of Insurance for liability coverage for the event

This insurance provides protection when you host activities that fall outside the scope of your General Liability Insurance or in instances where you do not currently carry General Liability Insurance. Event Liability Insurance provides liability coverage and legal defense for claims of negligence brought on the basis of mismanagement, improper security, failure to maintain equipment/fixtures, and more.

As you plan your event, it's essential that you make the appropriate insurance arrangements. Don't put it off; take care of the insurance now!

To get an online premium quote and apply for coverage, simply apply online by clicking the "Apply Now" button or download the pdf application. If you have questions or need more information, contact Mercer at 1-866-838-9536.

Please click on the "Hazard Class Chart" button below to find the following:

- The appropriate hazard class for your non-sport and/or sport event;
- To determine any potentially necessary waiver requirements;
- To determine possible requirements for Accident Medical Insurance.

[HAZARD CLASS CHART](#)

If your event is not listed, please either contact us at 1-866-838-9536, Monday – Friday, 8am-5pm (CT) or via email at [plsdsteam.service@mercer.com](mailto:plsdsteam.service@mercer.com) or you may simply click on "Download Application" (to the right), complete the paper application and email it to us.

**Please note, the Certificate of Insurance for which you are applying may be subject to additional approval requirements by the underwriting Insurance Company. Please be sure to submit your application at least 7 to 10 days prior to the event date in order to meet your organization's event insurance needs. Submission of a completed application and/or premium payment is not a guarantee of coverage. Coverage is not in place for your event until Certificate of Insurance is provided.**

During the renewal process and website update, you may not be able to access the online registration. If you need to obtain a Certificate of Insurance during this time, please download and complete the pdf application and email it to us at [plsdsteam.service@mercer.com](mailto:plsdsteam.service@mercer.com).

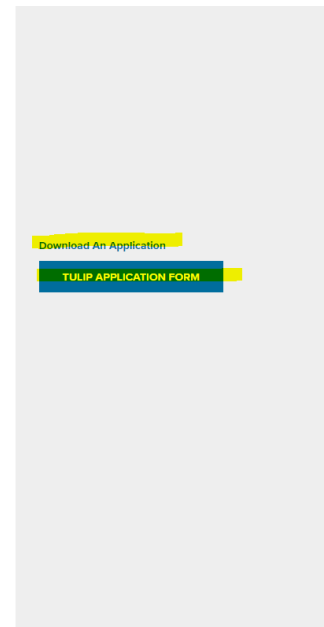
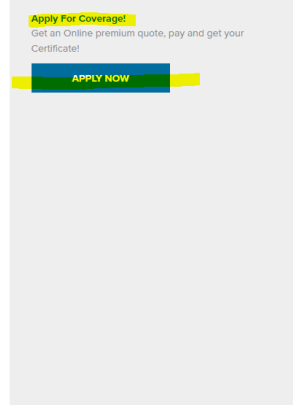
**HIGHLIGHTS**

Prior to the event you must deliver a Certificate of Insurance to the facility in charge of the space. The Certificate should be accompanied by a note listing the name of the event sponsor, the date of the event, and the location of the event (since some departments control multiple venues).

**If you already have insurance coverage**, please have your insurance company send the facility in charge of the space a Certificate of Insurance with the following specifications:

- You or your company must be listed as the Insured.
- The event sponsor must be listed as an Additional Insureds.
- The Insurer/Producer name and contact information must be on the Certificate.
- The policy start and end date must encompass the **entire length** of your event.
- The policy must include General Liability coverage of at least \$1,000,000.
- If you are bringing a vehicle, the policy must include Automobile Liability coverage of at least \$1,000,000.
- If you are bringing employees, the policy must include evidence of Workers' Compensation coverage.
- The Certificate of Insurance must provide 30 days' advance written notice for any modification, change, or cancellation of any component of the insurance coverage.

**If you DO NOT have insurance coverage** of your own, you may obtain coverage by filling out the online or paper (pdf) application provided on this website. Payment must be received prior to the event. A Certificate of Insurance will be issued upon receipt of payment. The Certificate of Insurance is your proof of coverage. Present it to the facility in charge of the space prior to the event.



5. Follow the Prompts and Continue to Follow the Directions to Purchase TULIP Insurance
  - a. Event Liability (Non-University Parties) Application Page – Applicant Information
    - i. click Marin Campus under the Enter Event Location dropdown menu
  - b. Continue to follow the prompts

The screenshot shows a web form titled "EVENT LIABILITY (NON-UNIVERSITY PARTIES) APPLICATION - APPLICANT". The form has a section for "Applicant Information" with the following fields: "Enter Event Location" (a dropdown menu), "Applicant Name" (with a question mark icon), and "Address Line 1". The dropdown menu is open, displaying a list of campus locations. "Marin Campus" is highlighted in blue. Other locations in the list include Alumni House, Casa Loma Room, Currier Gymnasium, Frederick Loewe Performance Hall (SOM), Frederick Loewe Theatre (Black Box), Glen Wallichs Theatre, Greek Theater, Memorial Chapel, North Campus Classrooms, North Campus Outdoor Locations, Orton, Quad, South Campus Classrooms, South Campus Outdoor Locations, Ted Runner Stadium, University Club, and University Hall. To the right of the form, there is a "Back Links" section with a link for "Event Liability (Non-University Parties) Application".

6. Send a copy of your Purchased Insurance to your Marin Campus Event Services Representative or email [marin-campus@redlands.edu](mailto:marin-campus@redlands.edu)
7. Any questions, please contact your Marin Campus Event Services Representative or email [marin-campus@redlands.edu](mailto:marin-campus@redlands.edu)  
Thank you and have a wonderful event/meeting! Marin Campus Event Services Department

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[marin-campus@redlands.edu](mailto:marin-campus@redlands.edu)  
<http://www.seminaryevents.com> or [Seminary Airbnb Rentals](#)  
Follow us or tag us on [Instagram](#) or [Facebook](#) or leave us a review on [Yelp](#)