



JOHN W. HICKENLOOPER
Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations (PWPO)
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Denver, Colorado 80223-1027
Phone: (303) 446-3759
www.denvergov.org/pwpermits

Tenant Use & Liability Insurance Program (TULIP) Entrance Requirements

Authority:	<ul style="list-style-type: none"> ☞ Revised Municipal Code, Chapter 49, Section 463 "Insurance requirements" ☞ Public Works Rules & Regulations ☞ Insurance Broker Approval
Purpose of Ordinance:	The City & County of Denver must be insured for liability whenever Public Right-of-Way is closed for block parties and similar events. The TULIP insurance is offered as a convenient way to comply with this requirement.
Document Date:	April 15, 2006, Version 2
Permit Types:	A Revocable Street Occupancy permit is necessary for all block parties, and other events using the right-of-way. Participation in TULIP generates the required Certificate of Insurance for the approved Class Descriptions (attached).
Permit Dates:	The date(s) of the block party or special event.
Customer Interface:	Public Works Permits Operations (PWPO)
Affiliated Departments & Agencies, and Roles:	The Office of City Attorney, Risk Management Unit keeps the TULIP certificates and information on file in the event of any claims.
Certificate of Insurance:	Pursuant to the Denver <u>Revised Municipal Code</u> , Customer needs to submit to Public Works Permit Operations a Certificate of Insurance providing coverage for the duration of the Permit. Specific coverage should include, but not be limited to, the amounts on the attached sample. Permits will not be issued without Certificate of Insurance issued by the applicant's own insurance agent, or through the City's TULIP program. Please have your Insurance Agent include the City and County of Denver as an Additional Insured as follows: <i>Additional Insured: The City and County of Denver, its Officers, Officials, and Employees</i> . The City and County of Denver must also be listed as the Certificate Holder. In the Cancellation section of the Certificate of Insurance, please have your agent either remove or delete (or XXX) out the words <i>Endeavor to so that this clause will read ... the issuing company will mail thirty (30) days written notice to the certificate holder ...</i> . (See attached sample)
Considerations:	<ul style="list-style-type: none"> • A Revocable Street Occupancy permit for the block party street closure, or other approved Hazard Class Description event. • Traffic Control Plan (TCP) for the barricading of the street (can be supplied at the permit counter for local residential streets) • List of signatures from residents/businesses in the block as proof of notification of street closure (See Petition for Street or Alley Closure – attached). • Payment (cash, check, Visa, Master Card or Discover) for the TULIP insurance certificate (amount is based on number of people attending (See 2006 Fees) • Currently, TULIP is available only for block parties, and similar events, having impact on the right-of-way, under the Hazard Classes I thru III. Any event that falls under the Exclusion Section cannot be issued TULIP Insurance – a private insurance company would be required to issue the proper insurance coverage. (See attached Hazard Class Descriptions) • If Rides or Vendors are part of the block party, or other event, <i>Supplemental Broker TULIP Application</i> (PWPO counter) must be completed (last attachment), and it will be forwarded, by this office, to Risk Management, for the TULIP underwriter for a premium quote. Additional time will be required for the processing of this permit. A 25 day review time is required.
Approval Process:	Since most block parties involve local residential streets, approvals are usually made at the permit counter. For any collector or arterial streets, approval from the Right-of-Way engineer may be necessary (5 to 10 working day process for block parties – special events are 45 days & have additional requirements and notification rules).
Document Location:	Public Works Permit Operations and S:\Permit Counter Stuff\ROW Policies & Procedures\Entrance Requirements\Tenant Liability Insurance Program (TULIP) Entrance Requirements.doc

Petition for Street *or* Alley Closure

Street _____ Between _____ and _____
 Date _____ Hours: From _____ A.M./P.M. to _____ A.M./P.M.

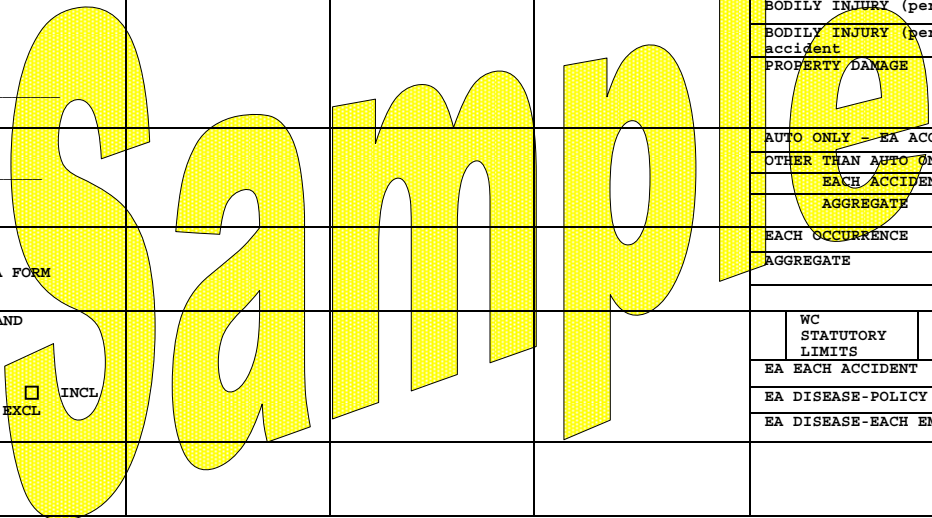
Purpose:

The below named persons being and including all residents and business-people on both sides of the above named street/alley section, request the closure of said section on the date and during the hours specified above for their private use according to the conditions of the reverse side hereof.

	Signature	Address of Property	Telephone	Date
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Name of Person Circulating Request:	
Address: <i>(House Number, Street)</i>	
City, State, Zip:	
Telephone Number:	
Fax Number:	
Email Address:	

<h1 style="margin: 0;">MARSH</h1>			CERTIFICATE OF INSURANCE		CERTIFICATE NUMBER SEA-000830264-04
PRODUCER: MARSH USA, INC. 1225 17 TH St., #2100 Denver CO 80202-5534			This Certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the policy. This certificate does not amend, extend or alter the coverage afforded by the policies described herein.		
16006 – 00001 – TULIP - JAN			COMPANIES AFFORDING COVERAGE		
INSURED: PARTICIPATING PERMIT HOLDERS OF THE CITY & COUNTY OF DENVER 201 W. COLFAX AV., 11 TH FLOOR BOX #1105 DENVER CO 80202			COMPANY A CLARENDON NATIONAL INSURANCE COMPANY COMPANY B COMPANY C COMPANY D		
COVERAGES This certificate supersedes and replaces any previously issued certificate. This is to certify that policies of insurance described herein have been issued to the insured named herein for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Limits shown may have been reduced by paid claims.					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS PROT <input checked="" type="checkbox"/> <u>EVENT PERMIT INSURANCE</u> <input type="checkbox"/>	EGL000445-03	01-01-06	01-01-07	GENERAL AGGREGATE \$ NONE PRODUCTS - COMP/OP AGG \$ 1,000,000 PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one Fire) \$ 50,000 MED EXP (Any one person) \$ EXCLUDED COMBINED SINGLE LIMIT \$ BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: \$ EACH ACCIDENT \$ AGGREGATE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				WC STATUTORY LIMITS OTHER EA EACH ACCIDENT \$ EA DISEASE-POLICY UNIT \$ EA DISEASE-EACH EMPLOYEE \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				
	OTHER				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLE/SPECIAL ITEMS (LIMITS MAY BE SUBJECT TO DEDUCTIBLES OR RETENSIONS) CERTIFICATE HOLDER IS INCLUDED AS A NAMED INSURED WITH RESPECTS TO:					
PERMIT NUMBER:			# IN ATTENDANCE:		
NAME/TYPE OF EVENT:			AMOUNT OF TULIP:		
DATE:			ADDTL PREMIUM / CAUSE: /		
ADDRESS OF EVENT:					
CERTIFICATE HOLDER:			CANCELLATION:		
			Should any of the policies described herein be cancelled before the expiration date thereof the insurer affording coverage will mail 30 days written notice to the certificate holder named herein, But failure to mail such notice shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.		
			MARSH USA, INC		
			BY: Dorothy A. Stevens <i>Dorothy A. Stevens</i>		
			MM1(3/02) VALID AS OF 01/04/06		





DENVER
THE MILE HIGH CITY

City & County Of Denver

Clarendon National Event Permit Insurance Rate Schedule

January 1, 2006 to January 1, 2007

NOTE: Rates are subject to change on January 1, 2007

TULIP 2006 FEES

Rating Schedule A:	In Attendance	Class I	Class II	Class III	Additional Premium For Liquor Liability
	1-100	\$ 76.50	\$ 97.75	\$ 131.75	\$ 63.75
Per Event/Per Day Rates (Net)	101-500	106.25	136.00	182.75	157.25
	501-1,500	131.75	191.25	263.50	221.00
	1,501-3,000	170.00	267.75	369.75	323.00
1-4 Days	3,001-5,000	255.00	361.25	531.25	416.50
	5,001 +	Refer to Underwriter			

Rating Schedule B:	In Attendance	Class I	Class II	Class III	Additional Premium For Liquor Liability
	1-100	\$ 97.75	\$ 97.75	\$ 131.75	\$ 63.75
Per Event/Per Day Rates (Net)	101-500	148.75	136.00	182.75	157.25
	501-1,500	212.50	191.25	263.50	221.00
	1,501-3,000	284.75	267.75	369.75	323.00
5 or More Days	3,001-5,000	382.50	361.25	531.25	416.50
	5,001 +	Refer to Underwriter			

Add 10% to the premium for each addition insured (other than the program sponsor and venue), up to a maximum of \$1,000.

Vendors Liability Rate Schedule:

The following rates and premiums are to be applied in addition to the above premiums.

Exhibitors	No Sales	\$46.75 per day/per exhibitor up to a maximum of \$255.00 per day
Concessionaires	Non-Food Sales	\$68.00 per day/per concessionaire up to a maximum of \$361.25 per day
Concessionaires	Food Sales	\$76.50 per day/per concessionaire up to a maximum of \$403.75 per day
Attractions	Performers	\$157.25 per day/per concessionaire up to a maximum of \$807.50 per day

PRODUCTS LIABILITY COVERAGE is excluded on all vendors, concessionaires, and exhibitors of non-food sales and demonstrations.

TULIP CLASS DESCRIPTIONS

Description of TULIP Hazard Class I Event(s):

Anniversary Parties	Fishing Events
Antiques Shows	Flower Shows
Art Festivals	Garden Shows
Art Shows	Graduations
Auctions	Harvest Festivals – No farm implements or equipment
Auto Shows	Home Shows
Award Presentations	Jam & Jazz Concerts – Indoors
Ballets or other Classical Dance Shows	Job Fair - Indoors
Banquets	Ladies Club Events
Bazaars	Lectures
Beauty Pageants	Luncheons
Body Building Contests	Meetings – Indoors
Business Meetings	Pageants
Business Shows	Professional & Amateur Assn Meetings
Birthday Parties	Reunions – Indoors
Charity Benefits, Auctions, or Sales	Seances
Church Services or Meetings	Scouting Jamborees – No overnight camping
Civic Club Meetings	Seminars
Classical Music Concerts – Indoors	Social Receptions
Consumer Shows	Speaking Engagements
Conventions in Buildings	Symphony Concerts
Craft Shows	Teleconferences
Debuts	Telethons
Debutante Balls	Trade Shows – Indoors
Drill Team Exhibitions	Vacation Shows
Educational Exhibits	Voter Registration
Electronics Conventions	Wedding Receptions
Fashion Shows	

Description of TULIP Hazard Class II Event(s):

Bingo Games	Political Rallies
Classical Music Concerts – Outdoors	Reunions - Outdoors
Festival & Cultural Events – Indoors	School Band Competitions or Events
Jam & Jazz Concerts – Outdoors	Soap Box Derbies
Job Fairs – Outdoors	Social Gatherings – Outdoor
Meetings - Outdoors	Trade Shows
Old Timer Events	Union Meetings
Picnics held at grounds without pools or lakes (Note: Completed application will be required to provide premium quotation for picnics held at grounds with pools or lakes if the permit includes water activity such as swimming or waterskiing)	

Description of TULIP Hazard Class III Event(s):

Aerobics & Jazzercise Classes or Special Events	Ice Skating Shows
Baseball	Junior Athletic Games
Basketball	Karate Meets
Bicycle Rallies	Livestock Shows
Block Parties/Street Closures/Street Fairs with NO rides or vendors	Nightclub Shows
Casino & Lounge Shows	Parades – Under 500 Spectators
Country Western Events – No rodeos or rides	Proms
County Festivals & Fairs – No rides	Softball Events
Festivals & Cultural Events – Outdoors	Sporting Events - Indoors – Non-professional
Film Showings	Theatrical Stage Performances
Heads of State Events	Volleyball Events

Exclusions – All Hazards In Connection With Designated Events Or Premises Designation Of Operations Or Premises

Aircraft Events	Motorized Sporting Events
Animal Acts & Shows	Overnight Camping
Balloon Events	Professional Sports
Block Parties/Street Closures/Street Fairs with rides or vendors (Note: Completed application will be required to provide premium quotation)	Promoters
Boat Shows	Pyrotechnics
Boxing, Wrestling, Hockey & Football Games	Rap or Heavy Metal Concerts
Carnivals	Rummage Sales
Circuses	Rodeo and Roping Events
Concerts – Not Otherwise Classified	RV Shows
Evangelistic Meetings	Sidewalk Sales
Exhibitions	Ski Events
Film Production	Swap Meets
Fireworks	Swimming or Pool Facilities
Gun & Knife Shows	Tractor Pulls
Gymnastic Competitions	Water Events
Instructional Classes	Any event with a known attendance prior to the event greater than 5,000 people
Marathons	Any event not otherwise scheduled in TULIP Hazard Class I Event(s), or TULIP Hazard Class II Event(s), or TULIP Hazard Class III Event(s)
Mechanical Amusement Devices	
Mobile Home Shows	