



**CITY AND COUNTY OF DENVER**  
**DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE**  
 Development Engineering Services

DOTI Permit Operations  
 The permit office at the Wastewater Building is closed to walk-in service.  
 Phone: (303) 446-3759  
[dotipermitoperations@denvergov.org](mailto:dotipermitoperations@denvergov.org)  
[www.denvergov.org/dotipermits](http://www.denvergov.org/dotipermits)

**Tenant Use & Liability Insurance Program (TULIP)**  
**Entrance Requirements for Block Parties**

|  |   |
|--|---|
| <b>Authority:</b>  | <ul style="list-style-type: none"> <li>✚ Revised Municipal Code, Chapter 49, Section 463 “Insurance Requirements”</li> <li>✚ Department of Transportation &amp; Infrastructure Rules &amp; Regulations</li> <li>✚ Insurance Broker Approval</li> </ul>  |
| <b>Purpose of Ordinance:</b>                             | 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.  |
| <b>Document Date:</b>                                    | September 27, 2022  |
| <b>Permit Types:</b>                                     | Revocable Street Occupancy Permit – Required for occupying the right-of-way. Participation in TULIP generates the required Certificate of Insurance for the approved Class Descriptions (attached).   |
| <b>Permit Dates:</b>                                     | The date(s) specified by the applicant of the block party or special event.   |
| <b>Customer Interface:</b>                               | Most communication will be by DOTI Permit Operations.   |
| <b>Affiliated Departments &amp; Agencies, and Roles:</b> | <ul style="list-style-type: none"> <li>✚ The Office of City Attorney</li> <li>✚ Risk Management Unit places the TULIP program for the City</li> </ul>   |
| <b>Certificate of Insurance:</b>                         | Pursuant to the <u>Denver Revised Municipal Code</u> , Customer must submit <b>Certificate of Insurance</b> providing coverage for the duration of the permit to DOTI Permit Operations. Specific coverage should include, but not limited to, the amounts on the attached sample. Permits will not be issued without <b>Certificate of Insurance</b> issued by the applicant’s own insurance agent, or through the TULIP program. Please have your Insurance Agent include the City and County of Denver as 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 Certificate Holder. In the Cancellation section of the Certificate of Insurance, agent must remove, delete, or X out the words <i>Endeavor to</i> so that the clause reads ... <i>the issuing company will mail thirty (30) days written notice to the certificate holder ...</i> . (See attached sample) |
| <b>Application Process:</b>                              | <ul style="list-style-type: none"> <li>✚ TULIP insurance can only be purchased through the Entertainment Brokers International web site at <a href="http://www.tulip.onebeaconentertainment.com/e/tulip/apply.aspx">www.tulip.onebeaconentertainment.com/e/tulip/apply.aspx</a></li> <li>✚ See attached instruction page</li> <li>✚ Applicant will be quoted a premium immediately.</li> <li>✚ Payment must be made via the website with a credit card.</li> </ul>  |
| <b>Approval Process:</b>                                 | <ul style="list-style-type: none"> <li>✚ The Certificate of Insurance for the Block Party will be emailed to the applicant once payment is processed.</li> </ul>  |
| <b>Fees:</b>   | Fees for the TULIP program are determined by the underwriter and based upon the criteria list below.  |

# National Tenant User Liability Program

## Tenant Users Liability Insurance Policy (TULIP)

### Website Instruction

If you have questions or are having trouble accessing the website, please call 1-800-507-8414

Note: You may view TULIP fees by obtaining a quote, with no obligation to purchase.

To access the TULIP program, please visit <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>

1. Step 1 asks you to select your facility (the location your event will be taking place). Enter the Denver Public Works Permit code:

**DENVER PUBLIC WORKS PERMITS = 1879-002**

The screenshot shows the TULIP Program website interface. At the top, there is a navigation bar with the TULIP logo (a tulip flower) and the text 'TULIP Tenant Users Liability Insurance Policy' on the left, and the 'specialty advantage INSURANCE SERVICES' logo on the right. Below the navigation bar, the main heading is 'TULIP Program' with a phone icon and the number '800.507.8414' and the text '8:30 a.m. - 5 p.m. PT Monday through Friday'. Below this, it says 'Get a quote or purchase insurance for your event.' A progress bar shows six steps: Step 1 Confirm Venue (highlighted), Step 2 Event Details, Step 3 Get Quote, Step 4 Confirm, Step 5 Summary, and Step 6 Make Payment. Below the progress bar, there is a warning message: 'Do not use your browser's "Back" button during this process or information you entered may be lost.' The main heading for the current step is '1 Confirm Your Venue'. Below this, it says 'Enter your Venue ID Code: [ ] - [ ] Or search below'. Below that, it says 'Or search for your Venue:' and there is a search box with the placeholder text 'Enter venue name' and a 'Search' button. A callout box with a black border and white background points to the search box with the text 'Enter Facility ID 1879-002 Here'.

2. Once you have made a selection, please verify you have the correct location before proceeding to the next step.

3. When you have selected the correct location, you are ready to follow the steps to obtain your quote and purchase coverage if desired. If you do not have the correct location, you can go back to the drop down lists to select again.

**IMPORTANT!** When asked for the name of your event, include the name of the event or facility you are renting in the name. If you have a permit number, please include that as well.

Examples: Lawrence Street Block Party  
John Smith Family Picnic at City Park Permit Number XXXX

4. Once coverage has been purchased, a certificate of insurance will be e-mailed to you. Please print and provide a copy to the Denver Parks Permit office.

If you have questions or are having trouble accessing the website, please call 1-800-507-8414

# TULIP CLASS DESCRIPTIONS

## Description of TULIP Hazard Class I Event(s):

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

## Description of TULIP Hazard Class II Event(s):

|   |   |
|---|---|
| <p>Bingo Games<br/>         Classical Music Concerts – Outdoors<br/>         Festival &amp; Cultural Events – Indoors<br/>         Jam &amp; Jazz Concerts – Outdoors<br/>         Job Fairs – Outdoors<br/>         Meetings - Outdoors<br/>         Old Timer Events<br/>         Picnics held at grounds without pools or lakes<br/>         (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)</p> | <p>Political Rallies<br/>         Reunions - Outdoors<br/>         School Band Competitions or Events<br/>         Soap Box Derbies<br/>         Social Gatherings – Outdoor<br/>         Trade Shows<br/>         Union Meetings</p> |
|---|---|

## 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 <b><u>NO</u></b> 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 ( <b>Note:</b> 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  |   |

TENANT USERS LIABILITY INSURANCE

CERTIFICATE BINDER

THIS CERTIFICATE/BINDER REPRESENTS A SUMMARY OF THE INSURANCE PROVIDED. INSURANCE PROVIDED IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

**Date:** 1/9/2009 1:43 PM  
**Certificate Number:** 4541  
**Broker:** Arthur J. Gallagher  
**Tenant User:** *Tenant User Name*  
**Event Title** Sweet 16  
**Type of Event** Birthday Parties  
**Daily Attendance** 100  
**Period of Insurance:** 01/10/2009 12:01 AM To 01/11/2009 12:01 AM  
**Policy #1** **GL00408-00**

| <u>Coverage</u>        | <u>Limits</u> |
|------------------------|---------------|
| General Agg.           | None          |
| Products Completed Ops | \$1,000,000   |
| Personal/Adv. Injury   | \$1,000,000   |
| Each Occurance:        | \$1,000,000   |
| Fire Damage:           | \$50,000      |
| Medical Payments:      | Excluded      |

**Premium Computation**

|                             |                |
|-----------------------------|----------------|
| General Liability           | \$77.00        |
| Liquor Liability            | \$0.00         |
| Third Party Property Damage | \$0.00         |
| Excess Liability            | \$0.00         |
| Total Premium               | \$77.00        |
| Total Fees                  | \$0.00         |
| <b>Total Due</b>            | <b>\$77.00</b> |

**Certificate Holder/Additional Insured**

Gallagher National TULIP Program  
6399 South Fiddlers Green Circle, Suite 300  
Greenwood Village, CO 80111  
NJ, Township of Hamilton  
6101 Thirteenth Street  
Mays Landing, NJ 08330

**SAMPLE**

To obtain a complete copy of the policy with the terms, conditions and exclusions of the policy, you must contact us at: tulip@ebi-ins.com or (800) 507-8414.