

Event Liability Insurance (URMIA)

GENERAL INFORMATION:

Seattle University requires all off-campus groups to provide proof of insurance. Organizations must carry a general liability insurance policy with a minimum coverage of \$1,000,000.00 and name Seattle University as an additional insured. A copy of the certificate is required to be on file five (5) business days prior to the event.

Conference & Event Services can procure the insurance on the group's behalf if they are unable to provide proof of coverage. Rates are determined by the type of event, length of the event, and expected attendance.

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/>. Here is the process:

1) Go to <https://tulip.ajgrms.com/> and start a "Quick Quote"

Once on the URMIA TULIP website click on the "Quick Quote" button at the top of the screen.

2) Select the State

Select "Washington" from the dropdown menu

3) Select the Location /Institution

Select "Seattle University" from the dropdown menu

4) Select the Venue

For this dropdown there are three choices for Seattle University: "Seattle University (main campus)", "Law School (Sullivan Hall/ Law school Annex)", and "Chapel of St. Ignatius or other sacred spaces" please choose accordingly.

The image shows a screenshot of the URMIA TULIP website's 'Get A Quote' form. The form is titled 'Get A Quote for your event' and is part of a larger page with a navigation bar including 'Home', 'Quick Quote', 'About URMIA', and 'Contact Us'. The form is divided into several sections: 'Select The Location Of Your Event', 'Select the state in which the event will be held' (with a dropdown menu showing 'Washington'), 'Select the Location' (with a dropdown menu showing 'Seattle University'), 'Select the Venue' (with a dropdown menu showing '-- Select Location --'), and 'Or Search for your location by code' (with a text input field and a search button). There are also buttons for 'Back' and 'Next'. The form is overlaid with four numbered callouts: 1 points to the 'Quick Quote' button in the navigation bar; 2 points to the 'Select the state in which the event will be held' dropdown menu; 3 points to the 'Select the Location' dropdown menu; and 4 points to the 'Select the Venue' dropdown menu. The footer of the page includes the logo for 'Gallagher eventpro' and copyright information for Arthur J. Gallagher Risk Management Services, Inc. 2008 - 2012.

5) Select the dates

Click on the date(s) of your event. The date(s) will then appear in the “selected dates” list to the right of the calendar.

Note: Please include for events any days that you will require for your set up—where your staff or volunteers will be on the Seattle University campus in any University facilities.

For conferences—events with overnight housing—you need to select all days in which you will have participants/staff/volunteers/guests on campus, including persons arriving early or departing late.

6) Enter the Average Daily Attendance

Take the average of the amount of people you are expecting to attend. Please see the example on the website if needed.

URMIA TULIP
Home Quick Quote About URMIA Contact Us

Get A Quote for your event

Select Dates For Your Event

Choose Event Dates Selected Dates (3)

Enter the Average Daily Attendance
Example: If the event is 3 days and there will be 25 people the first day, 30 people the second day, and 100 the third day please enter 185.

Invitation Code? Enter it here

Back Next

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7) Select your Event Type

From the dropdown menu please select the event type that corresponds to your event. If you have any questions, please contact your Event Coordinator for assistance.

URMIA TULIP
Home Quick Quote About URMIA Contact Us

Get A Quote for your event

Select Your Event Type

Select your event type from the list:
-- Select Event Type --

Or Search for your event type:
Begin typing your search text and selectable results will appear.

Invitation Code? Enter it here

Back Next

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8) Select Additional Coverage Options

Please select “yes” or “no” for the three questions regarding additional coverage for your event.

Note: If you select “yes” for Vendors, Exhibitors, or Performers it will default the count to “1” please update that accordingly.

9) Review the Coverage and Premium Summary

Please review the summary of the coverage and premium and note the Total Premium & Fees pricing at the bottom.

URMIA TULIP
Home Quick Quote About URMIA Contact Us

Get A Quote for your event

Select Additional Coverage Options for your Event

Would you like excess coverage?
 Yes No

Will alcohol be sold during the event?
This includes cash bars, charity events where tickets are sold, etc. By selecting Yes you will be purchasing additional liquor liability coverage.
 Yes No

Vendors, Exhibitors, or Performers
Are you responsible for covering vendors or exhibitors for your event (officer, transportation, etc., booth exhibits, etc.)?
 Yes No

Invitation Code? Enter it here

Back Next

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Event Protection Solutions ...

10) Purchase Coverage

Please enter information into the required fields marked with an asterisk “*”

The screenshot shows the 'Purchase Coverage' form on the URMA TULIP website. A red circle with the number '10' and an arrow points to the 'Event Title' field, which is marked with an asterisk. Other required fields include Contact Name, Address, City, State, Zip / Postal, Phone, Email, and Payment Method. The form also includes a 'Get A Quote for your event' section and a 'My Event' section with event details.

11) Payment

Please note that all payments are done through Authorize.net, a third party billing company. Please enter your information and complete the security code at the bottom of the page.

The screenshot shows the payment form from Arthur J Gallagher & Co. A red circle with the number '11' and an arrow points to the 'Card Number' field, which is marked with an asterisk. The form includes sections for 'Order Information' (Invoice Number: CCBF-2215-LJH), 'Description', 'Payment Information' (with logos for VISA, MasterCard, American Express, and Discover), and 'Security Code'. The total amount is US \$134.00.

12) Confirmation

Next you will be directed to a confirmation page. A copy of your confirmation will be sent in a notification e-mail to the address you provided. This is the final step!