

**ARCHDIOCESE OF PORTLAND IN OREGON: INSURANCE PROGRAM
 "TULIP (TENANT USERS LIABILITY INSURANCE PROGRAM) FOR OUTSIDE USER EVENTS**

To be completed and mailed by authorized parish staff only

INSTRUCTIONS

- 1) **Parish personnel, complete the entire form.**
- 2) **Both parties must sign where indicated.**
- 3) **Provide a copy of the form to the outside user; this is their proof of insurance. Keep a copy for Parish files.**
- 4) **Make check payable to Archdiocese of Portland**
- 5) **Mail check and original form to the Archdiocese of Portland, Risk Management Office.**

 Parish or School (Additional Insured - Lessor) Street Address City Zip

 Facility/Building (i.e. Hall, School Gym, etc.) To be used and address if different from above. Parish or School Phone #

 Event Sponsor (Organization or Individual Renter) Type of Event (reception, meeting... Please specify.)
 (Named Insured)

 Contact Person(s) Date of Event

 Address City Telephone Time of Event

Number of Participants: _____ Number of Days: _____

Liquor being served? ___ Yes ___ No Food being served? ___ Yes ___ No

Liquor being sold? ___ Yes ___ No If Yes, Liquor Liability must be purchased – see rates below

Coverage is provided only for the event and dates specified above.

Please notify the Risk Management Office immediately of any loss or incident related to this event.

 Date of Request

X _____
Signature of Outside User/Named Insured
 (Event Sponsor)

X _____
Signature of Pastor, Administrator or Representative
 acknowledging receipt of completed request, payment, & Rental Agreement

Limit of General Liability coverage: \$1,000,000 per Occurrence
 Host Liquor Liability: Included
 Liquor Liability: Additional Premium Required (see below)

- PER EVENT, 1 TO 1000 ATTENDEES (Includes host liquor liability coverage if alcohol is SERVED) \$ 105**
- IF ALCOHOL WILL BE SOLD ADD \$ 75**

TOTAL \$ _____

SEE "GUIDELINES FOR PURCHASING TULIP INSURANCE" FOR ELIGIBLE EVENTS AND EXCLUSION INFORMATION

MAKE CHECK PAYABLE TO:

Archdiocese of Portland

****Please Note: To be completed and mailed by authorized parish staff****

MAIL COMPLETED FORM & PAYMENT TO:

**Risk Management Office
 Archdiocese of Portland in Oregon
 2838 East Burnside Street
 Portland, Oregon 97214-1895
 Phone: (503) 233-8360 or (503) 234-5334**

**THIS NOTIFICATION OF AN EVENT SHOULD REACH THE RISK MANAGEMENT OFFICE
 AT LEAST SEVEN (7) DAYS PRIOR TO THE EVENT**