Special Events

1. **Does a Third Party User’s Liability Insurance Policy (TULIP) cover everything?**
   - No, coverage is limited and provides general liability insurance including host liquor liability and sexual molestation coverage for your special event. Please read the policy provision for your TULIP policy.

2. **Who pays for the TULIP?**
   - The third party hosting the event is required to provide general liability insurance whether through Campus Connexions or another company. Payments must be made by credit card.

3. **How much does it cost?**
   - Pricing varies and is based on the nature of the event (Risk Class), number of attendees and length of the event.

4. **How do I purchase a TULIP?**
   - Third parties can purchase TULIP though Campus Connexions or URMIA.

5. **How do I demonstrate proof of insurance?**
   - Provide an acceptable certificate of insurance (COI) listing the amounts and limits of coverage and identifying the University of Cincinnati as additional insured.

6. **When must I have insurance?**
   - The organizer shall provide proof of insurance coverage in the form of a certificate of insurance, not less than 3 business days before start of event (UC Facilities may require up to 14 days). If the event is scheduled in less than 3 business days, a certificate of insurance shall be provided to UC as soon as possible, but must be presented prior to start of event. If you have questions, please contact the Department of Enterprise Risk Management at (513) 584-5042.

7. **What if the non-university organization/business or group hosting the event already has insurance?**
   - The non-university host or group is required to provide the University with a certificate of insurance. This provision requires a minimum general liability coverage in the amount of $1 million per occurrence, $2 million aggregate, must identify the University of Cincinnati as an additional insured and should be primary and non-contributory. Proof of insurance coverage is required a minimum of 3 business days prior to the event. If that is not possible, please contact the Department of Enterprise Risk Management at (513) 584-5042.