



Outside Liability Program

For those obtaining certificate from their current carrier:

List The Trustees of the University of Pennsylvania, Perelman Quad as an additional insured for the date(s) of the event.

- a) Facility User agrees that, at its own cost and expense, it will procure and continue in force the following insurance coverage during the Term of this Lease: Comprehensive general liability insurance on an occurrence basis covering any and all claims for injuries to persons occurring in, upon, or about the Premises, including any period during which Facility User is engaged in making any repairs or alterations to the Premises, and including all damage to or from signs, glass, fixtures, or other appurtenances not or hereafter erected by, on or about the Premises during the Term of this Lease, with minimum limits of \$1,000,000 for personal and bodily injury to or death of any one person, \$1,000,000 for personal and bodily injury to or death of more than one person in a single occurrence, and \$1,000,000 for third party property damage.

For those needing to purchase event insurance:

External users who need insurance will be directed to the Web site <https://tulip.ajgrms.com/> by the Events Office. This insurance page can be accessed thru www.perelmanquad.com under "plan event." They will log in, complete an application form and pay by credit card for their coverage. Upon completion of the transaction, you will receive via e-mail a copy of the Certificate/Binder of Coverage. To obtain a complete copy of the policy with the terms, conditions and exclusions of the policy, you must contact: tulip@ajgrms.com or (800) 333-3231.

For all events the Institution, The Trustees of the University of Pennsylvania, must be named as an Additional Insured.

High Risk activities (those not listed in the drop down boxes) must have an application filed by fax. These events are individually underwritten. You must allow at least 10 days from the date of your complete application is received for a quote. If you're on line or hard copy application is not complete, there may be additional days.

How to do it?

1. You must go to the Web site: <https://tulip.ajgrms.com/> You will need to log in, complete an application form and pay by credit card for your coverage. For all low risk events (they appear in the drop down box) you should be able to complete your transaction in one web session. Costs are based upon the risk of the activity, the number of days of the activity, the alcohol liability, participant coverage, etc.. Upon completion of the transaction, you will receive via e-mail a copy of the Certificate/Binder of Coverage. To obtain a complete copy of the policy with the terms, conditions and exclusions of the policy, you must contact: tulip@ajgrms.com or (800) 333-3231.