



REQUEST TO USE PITTS GROVE TOWNSHIP FACILITIES

Check Facility Desired

- Deer Pen Park
 Green Branch Park
 Municipal Building
 Senior Community Center
 Unity Park (Brotmanville)
 Other: _____

Check Amenities Desired

- Meeting Room
 Pavilion
 Refreshment Stand
 Restrooms
 Tent Rental
 Other: _____

Date Requested _____ Starting Time _____ AM/PM Ending Time _____ AM/PM

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City _____ State: ____ Zip Code _____

Phone (____) _____ E-Mail Address _____

Name of Individual/Group/Organization _____

Description of Event/Activity _____

Completed By Township Representative:

Key received by {Signature required} _____

Date ____/____/____

Key returned to {Signature required} _____

Date ____/____/____

Amount of Deposit \$ _____ Check # _____ {Retain a copy of check for Township Records}

Deposit received by {Signature required} _____

Date: ____/____/____

Deposit returned by {Signature required} _____

Date: ____/____/____

Items Received From Applicant:

Copy of valid Driver's License ___YES ___NO

Signed Hold Harmless Agreement ___YES ___NO

Certificate of Insurance ___YES ___NO

Items Provided To Applicant:

Copy of Code Of Conduct ___YES ___NO

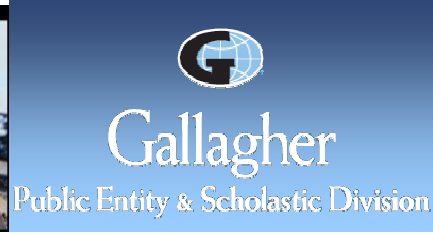
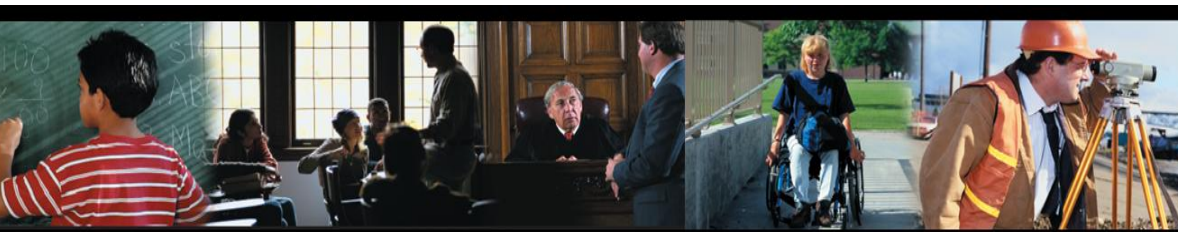
Approved For Use Letter ___YES ___NO

Unapproved For Use Letter ___YES ___NO

***Alcohol, Drugs And Pets Are Strictly Prohibited In All Pittsgrove
Township Parks And Recreation Facilities.***

Parking Is Allowed In Designated Areas Only.

Violators Will Be Prosecuted To The Fullest Extent Of The Law!



Gallagher Public Entity & Scholastic Division National Tenant User Liability Program

Tenant Users Liability Insurance Policy (TULIP)

Master General Liability Policy for Facilities/Venues Covering Special Events

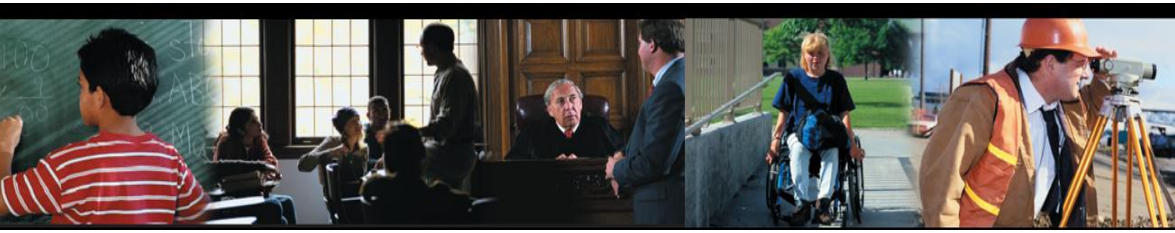
The TULIP is an open reporting General Liability Policy written in the name of the tenants and users of your public facilities or venue. Venue can include public parks or other outside venues.

The Master Policy is delivered to you, and your Municipality is automatically added as an Additional Insured at no cost.

The TULIP Program offers the following **Advantages**:

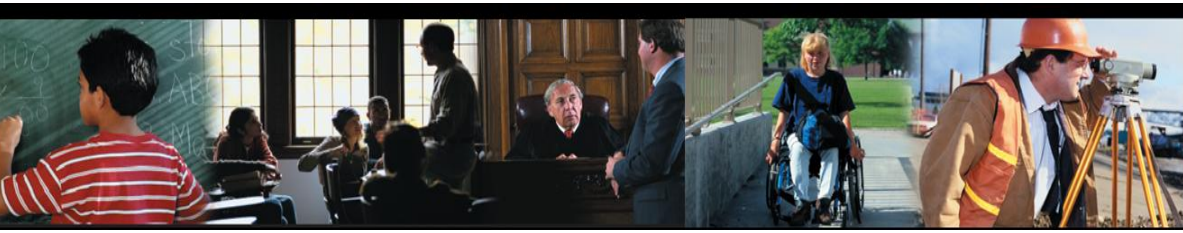
- The ability for the Municipality to manage their liability risk. The Municipality will have prior knowledge of the coverage terms and conditions without depending on the user.
- TULIP is a promotional tool for the venue to attract users by having insurance readily available.
- The user (tenant) is relieved of the responsibility of obtaining insurance acceptable to the municipality.
- The cost is low to the User, eliminating high minimum premium requirements.

This is NOT a JIF program and will not replace or participate with the JIF Coverage. It has been designed to make it easy for outside organizations or persons who use your facilities to obtain insurance coverage, obtain a certificate of insurance, name you as an Additional Insured, and meet your insurance requirements.



Tenant Users Liability Insurance Policy (TULIP) How Does it Work?

- This is a web-based program.
- The JIF Member Municipality must subscribe to the program through Gallagher's Denver Office. This is free of charge.
- The Key Gallagher Representative will assist the Municipality in setting up its TULIP Program.
- Once the Member Municipality has subscribed and the Program is set up, the Municipality will be issued a **Program Name and Passcode along with a TULIP Brochure. The TULIP Brochure can be given to anyone who needs insurance coverage to meet your insurance requirements.**
 - Your Municipality should only give the Program Name and Passcode to the Tenant User as part of your special event application process.
- Costs are based upon the risk of the activity, days of the activity, the number of participants, and if there are any special requirements including liquor liability, participant coverage, etc. *Note, the only form of payment is by credit card.* The Tenant User (third parties with no relation to the municipality) who needs insurance will be directed to the TULIP Website by your staff.
- The Tenant User will need to log in, complete an application form and pay by credit card for coverage. *The Facility/Venue can use its credit card, if desired, to assist its Tenant User in obtaining coverage if the Tenant User does not have a credit card.*
- Upon completion of the transaction, the Tenant User will receive via e-mail a copy of the application and a binder of coverage (certificate of coverage).
- The Municipality and Gallagher will receive via e-mail a copy of the application (describes the event) and a Certificate of Insurance.
- **The Municipality is responsible for checking the application against the facilities use to verify that the correct information was provided. If the is not the case, you should immediately contact one of the Key Gallagher Representatives listed at the bottom of these instructions.**
- For all events, the Municipality will be named as an Additional Insured.
- Low risk events/activities will be automatically underwritten, and Tenant User should be able to complete the transaction in one web session, if they pay by credit card.
- **High Risk activities** (those not listed in the drop down boxes on the web-site) must have a long-form application completed. The web-based program will notify the Tenant User if this is the case.
 - These High Risk activities/events will be individually underwritten. The Key Gallagher Representative will assist the Tenant User through the application process if needed. The Municipality must allow at least 10 days from the date of completion the application is received for a quote. If the online or hard copy application is not complete, there may be additional delays.



Tenant Users Liability Insurance Policy (TULIP)

TULIP General Liability Rating Schedule

All Rates are based on the following limits each event:

General Aggregate Limit	None
Products & Completed Operations Aggregate Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Fire Damage Limit	\$50,000 any one fire
Medical Payments Limit	Excluded
Liquor Liability Aggregate Limit	\$1,000,000
Each Common Cause Limit	\$1,000,000

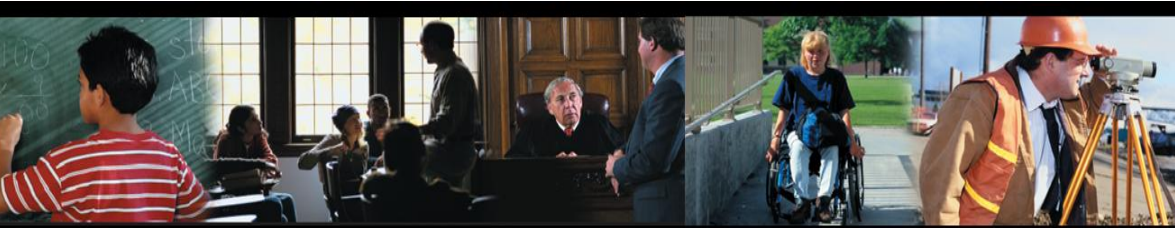
For questions, please contact one of the **Key Gallagher Representatives** listed below:

Tracy Paladino
Tracy_Paladino@ajg.com

or

Anita Bruner
Anita_Bruner@ajg.com

Arthur J. Gallagher Risk Management Services, Inc.
Gallagher Public Entity and Scholastic Division
6399 S. Fiddler's Green Circle, Ste 200
Greenwood Village, CO 80111
800.333.3231
303.773.9776 (Fax)



Tenant Users Liability Insurance Policy (TULIP)

List of Hazards by Class Codes

TULIP Class One

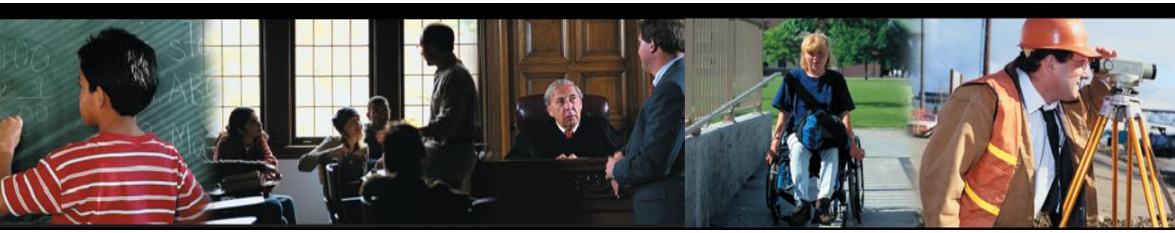
These risks are considered Low Hazard:

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

TULIP Class Two

These risks are considered Medium Hazard:

Bingo Games	Political Rallies
Classical Music Concerts - Outdoors	Reunions - Outdoors
Festivals and Cultural Events - Indoors	School Band Competitions or Events
Jam and Jazz Concerts - Outdoors	Soap Box Derbies
Job Fairs - Outdoors	Social Gathering - Outdoor
Meetings - Outdoors	Trade Shows - Outdoors
Old Timer Events	Union Meetings
Picnics held at grounds without pools or lakes	



Tenant Users Liability Insurance Policy (TULIP) List of Hazards by Class Codes

TULIP Class Three

These risks are considered Moderate Hazard:

- | | |
|---|---|
| Aerobics and Jazzercise Classes or Events | Junior Athletic Games |
| Baseball | Karate Meets |
| Basketball | Livestock Shows |
| Bicycle Rallies (Not Including Races) | Nightclub Shows |
| Casino and Lounge Shows | Parades - Under 500 Spectators |
| Country Western Events - No rodeos or rides | Proms |
| County Festivals and Fairs - No rides | Softball Events |
| Festivals and Cultural Events - Outdoors | Sporting Events in Buildings - Non-professional |
| Film Showings | Theatrical Stage Performances |
| Heads of State Events | Volleyball Events |
| Ice Skating Shows | |

TULIP Class Four

These risks are considered High Hazard, **must be referred to the Underwriter**

- | | |
|---|------------------------------------|
| Aircraft and Balloon Events | Marathon (Walking, Running, etc.) |
| Animal Acts and Shows | Mechanical Amusement Devices |
| Any event with daily attendance over 5,000 | Mobile Home Shows |
| Any risk with Prior Losses | Motorized Sporting Events |
| Anything not otherwise classified in the guide | Overnight Camping |
| Armed private security used at an event | Professional Sporting Activities |
| Block Parties/Street Closures/Street Fairs | Promoters |
| Boat Shows | Pyrotechnics |
| Boxing, Wrestling, Hockey and Football Games | Rap and/or Heavy Metal |
| Carnivals | Rodeos and Roping Events |
| Circus and Carnivals - Non Domesticated Animals | Rummage Sales |
| Concerts - Not Otherwise Classified | RV Shows |
| Evangelistic Meetings | Sidewalk Sales |
| Exhibitions | Ski Events |
| Film Production | Swap Meets |
| Gun and Knife Shows | Swimming, Swimming Pool Facilities |
| Gymnastic Competitions | Water Activities or Events |
| Instructional Classes | Tractor Trailer Pulls |

National Tenant User Liability Program

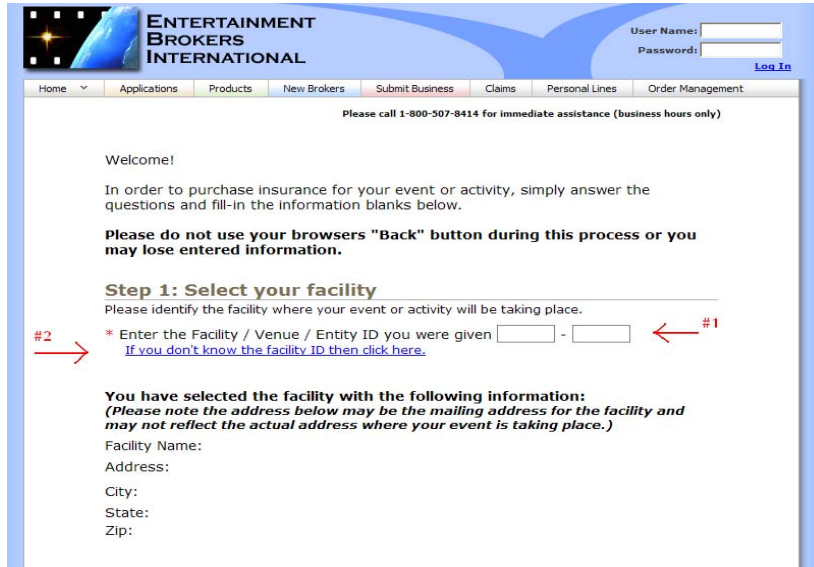
Tenant Users Liability Insurance Policy (TULIP)

Website Instruction

To access the TULIP program, please visit <https://www.ebi-ins.com/tulip/>

Step 1

1. Enter the actual facility code (provided by facility coordinator)
2. If you do not know the code, you can search by clicking the [blue link](#)
If you use the link to find your facility a drop down list box will appear
3. Choose the Gallagher National TULIP Program (Initiative)
4. Locate your town from the listing.



ENTERTAINMENT BROKERS INTERNATIONAL

User Name:
Password: [Log In](#)

Home Applications Products New Brokers Submit Business Claims Personal Lines Order Management

Please call 1-800-307-9414 for immediate assistance (business hours only)

Welcome!

In order to purchase insurance for your event or activity, simply answer the questions and fill-in the information blanks below.

Please do not use your browsers "Back" button during this process or you may lose entered information.

Step 1: Select your facility

Please identify the facility where your event or activity will be taking place.

* Enter the Facility / Venue / Entity ID you were given - #1
[If you don't know the facility ID then click here.](#) #2

You have selected the facility with the following information:
(Please note the address below may be the mailing address for the facility and may not reflect the actual address where your event is taking place.)

Facility Name:
Address:
City:
State:
Zip:

Step 2

1. Select an event from the list
4. Answer the three (3) questions
5. Click: NEXT

Step 3

1. Name your event – **IMPORTANT: include the name of the facility you will be utilizing for your event.**

Example: *"Grandpa's 80th Birthday Party - Terrace Town Hall"*

2. Answer the remaining questions.
3. Click: *Quick Quote* for an instant quote based on the information provided.

Follow the steps to purchase the coverage certificate if desired. The Certificate will be emailed to the email address provided.

Be sure to include the name of the venue/facility where you will be holding your event in the Name Your Event section ! (Step 3)

If you have questions or are having trouble accessing the website, please call our office at 800-333-3231, 8:30 AM MST – 5:00 PM MST and ask for Tracy Paladino or Anita Bruner.

Thank you for your interest in the Gallagher PESD National Tenant User Liability Program.