

**CITY OF MOUND
2415 WILSHIRE BLVD.
MOUND, MINNESOTA 55364**

PUBLIC GATHERING PERMIT

Use of a public park, streets or rights of way by any group consisting of **15 or more individuals**.

Use is not to interfere with traffic and general use of the public lands or to be beyond the ability of the police in maintaining order.

NO LIQUOR OR BEER MAY BE USED IN ANY OF THE CITY PARKS OR BUILDINGS.

Group is to remove all litter and trash and provide a deposit to insure cleaning up of the public lands.

Category I Locations (Surfside Park, Greenway, Centerview and Parking Deck)

PERMIT FEE: \$300/DAY _____ DAMAGE DEPOSIT: \$500/DAY* _____

Category II Locations: Other parks (neighborhoods, veterans parks)

PERMIT FEE: \$50/DAY _____ DAMAGE DEPOSIT: \$200/DAY* _____

A certificate of insurance naming the City of Mound as Certificate Holder/Additional Insured is required with respect to the City's ownership of the public lands.

Date(s) of Use _____

Area to be Used _____

Time Frame _____

Intended Use _____

Expected Attendance _____

Organization _____

Representative's Name _____

Address _____

Telephone No. Daytime: _____ Work: _____

E-Mail: _____

<u>Departmental Approval</u>	
_____ City Clerk	_____ Police Dept.
_____ Public Works Dept.	_____ Fire Dept.

Tenant User Liability Insurance Program

Minnesota cities often allow individuals and groups to use or rent municipal-owned facilities. Sometimes, though, the city and event organizer may be sued if someone is injured at the event. Regardless of the merit, these claims can be time consuming and costly.

To help cities avoid these situations, LMCIT offers a program called TULIP—the Tenant User Liability Program.

The program helps individuals and groups—called tenant users—protect themselves and their guests at events held at city-owned facilities. Minnesota cities automatically are eligible to offer TULIP to tenant users, at no cost to the city.

How it works

Tenant users purchase coverage online from OneBeacon Entertainment.

The tenant user clicks on the "Purchase or Quote" link on the right-hand side of the screen, then enters the venue code. Codes can be searched for by entering in the search box the name of the city in which the event will be held. The state and city can then be selected from the drop-down list (this information will be preceded by National League of Cities). The tenant user then enters event information into the secure web site and an instant quote is generated. Coverage can be purchased online with a credit card.

The cost for TULIP is based upon the type of event, number of people attending, event length, and several other factors.

A certificate of insurance then is sent to the tenant user as well as to the city listing them as an additional insured.

Covered events

TULIP provides private individuals and groups with \$1 million in liability coverage for special events held at city facilities, such as:

- Weddings Festivals
- Job fairs
- Concerts
- Club events and meetings
- Arts and crafts fairs
- Reunions

Liquor liability coverage also is available through TULIP.

City role

The city's role is simple. When an individual or group asks to use or rent a city facility, city staff:

- Shares that inexpensive liability insurance can be purchased online through TULIP.
- Provides the tenant user a copy of the TULIP brochure, which includes instructions on how to purchase event insurance.
- Encourages the tenant user to visit the TULIP website to complete a brief application and purchase event insurance.

After a tenant user purchases coverage, a copy of the certificate of insurance is emailed to the tenant user. A copy of the certificate also is sent to the city contact. And, the city is automatically named as an additional insured.

Cities do not have to promote the TULIP program, or require tenant users to purchase TULIP. That's a local decision. The only way a tenant user will know about TULIP is if the city chooses to share the information—either as an option for tenant users or as a mandatory component of using a municipal facility.

Resources for City Special Events

LMCIT Model Community Center Rental Documents (pdf) (see Section VIII-C-1 of the Park and Recreation Loss Control Guide [page 81], on Community Center Programs, use by outside groups) LMCIT Liability Coverage Guide (pdf) (see Sections III.K and III.T)

TULIP: Tenant User Liability Insurance Program

Protect yourself from claims for injuries or property damage during your event

Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at:

www.onebeaconentertainment.com.

Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, including things such as:

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

How do I get more information about TULIP?

Visit or contact Susan Kludjian at www.onebeaconentertainment.com or (978) 661-6662; or Christine Mitchell at (978) 661-6857.

Get a Quote or Purchase TULIP coverage:

Step 1:

Visit www.onebeaconentertainment.com. Click on PURCHASE OR QUOTE on the right side of screen.

Step 2:

Enter... Facility/Venue ID Code

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Don't have a code? Enter your city's name in the search box, then select your state and city from the drop-down list (this information will be preceded by "National League of Cities").

Step 3:

Describe event or activity

Select from drop-down menu. Click next.

Step 4:

Get your quote

Answer some basic questions and enter your contact and billing information.

Step 5:

Purchase when ready

A credit card is required.

**Protect yourself
and your guests
with TULIP coverage**

* Exclusions apply if known attendance is greater than 5,000 people prior to the event.

