



Houston Public Library TULIP APPLICATION

If you would like to apply for the Tenant and Users Liability Insurance Policy (TULIP), complete and return this form by fax or mail as indicated below. After your application has been reviewed, you will receive an insurance quote for your event and instructions on how to purchase insurance coverage through the TULIP.

Applicant Name: _____

Applicant Address: _____

Name of Event: _____

GENERAL COMMERCIAL LIABILITY - Please be advised that a premium for General Commercial Liability will be charged for each day of the Event Period, including any partial, move-in and move-out days.

1) Please select the venue where your event will take place:

- Julia Ideson Library | 550 McKinney St., 77002
- The African American Library at the Gregory School | 1300 Victor St., 77019
- Clayton Library Center for Genealogical Research | 5300 Caroline, 77004

2) Is the event indoor or outdoor? Indoor Outdoor Both

3) Will the applicant oversee vendors? (for outdoor events only) Yes No

4) How many people are reasonably expected to attend? 1-100 101-500 501-1,500

5) Event Description: _____

I, the undersigned, certify that the above information is true and correct to the best of my knowledge.

Name (please print): _____ Signature: _____

Name of Organization: _____ Title of Position: _____ Date: _____

For Official Use Only:

To be completed by Facility representative:

Event ID: _____ Add City of Houston as Additional Insured

Event Period: _____ Number of Days: _____

Event Time(s): _____ Initial: _____

Facility Representative must notify Wortham & Son if the TULIP Quote is accepted by the applicant.

TULIP Quote to be completed by Wortham & Son:

Hazard Class: _____

$$\underline{\hspace{2cm}} \text{ Days} \times \underline{\hspace{2cm}} \text{ Premium} = \underline{\hspace{2cm}} \text{ Total}$$

Authorized Representative: _____

Please return the completed form via email or mail to:

Houston Public Library
Attn: Mignonne Anderson - Event Coordinator
500 McKinney Street
Houston, TX 77002
832-393-1646 or Mignonne.Anderson@houstontx.gov

Linking YOU to the World
www.houstonlibrary.org

