EXHIBIT A

SPECIAL FUNCTION PERMIT INSURANCE REQUIREMENTS

A Permittee for an event held on city property, city streets, public property, public streets, and any buildings or facilities owned, leased or operated by the city is required to maintain minimum liability insurance coverage in the amounts set forth below. Additional coverage may be required should the nature of the event or circumstances surrounding the event warrant such coverage. Appropriate documentation of required insurance shall be submitted with the Special Function Permit application.

Please note that the City maintains a Tenant/User Liability Insurance Program (TULIP) through which insurance coverage for special events on City property/facilities may be available to the applicant for a modest fee, depending on the nature of the event. To obtain a quote to purchase TULIP insurance, please see the attached information listed on Exhibit B.

For ALL VENDORS!

INSURANCE COVERAGE REQUIREMENTS

Commercial General Liability and Worker's Compensation

Workers' Compensation / Employer's Liability

1. Worker's Compensation: meets statutory limits in compliance with the workers' compensation laws of the State of Florida.
2. Employer's Liability: $500,000 each accident, $500,000 each employee (disease), $500,000 disease (policy limit).

Commercial General Liability – includes Bodily Injury Liability, Property Damage Liability, Personal Injury Liability and Advertising Injury Liability

Coverage Includes: Premises / Operations
Products / Completed Operations
Contractual Liability
Independent Contractors

Limit of Liability: $500,000 each occurrence/ combined single limit or $500,000 each occurrence / $500,000 aggregate.

EXHIBIT B

TULIP

Tenant User Liability Insurance Program

Are you planning to use or rent a municipal facility?

TULIP ensures that you are protected from liability related to injuries and damage that may occur at your event or activity. **Without TULIP, you may be personally responsible for the payment of claims for bodily injury or property damage.**

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

Get a free quote for your event!

- **Step 1: Visit www.ebi-ins.com/tulip**
- **Step 2: Enter facility code**

  0501 - BSL

  Don't have a code? Select "National League of Cities" from drop-down list, then select your state and city.
- **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**

Protect yourself and your guests with TULIP coverage

For more information contact Carole Stapleton at (978) 661-6874 or Theresa Lee at (978) 661-6642
Web Address: www.ebi-ins.com/tulip

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