SPECIAL EVENTS COVERAGE:

This coverage is purchased when an outside person/organization is renting/using your facilities for non-church/school purposes (example: wedding reception, shower, parties, meetings, etc.). The cost of the policy is approximately $95 (fees may be applicable). The payment will be made at the end of the application process online. Be prepared to enter a credit card or checking account information. This process should be completed/purchased by the church or school (not the renter) in order to confirm coverage. You will then have the renter reimburse the church or school for the cost of the coverage. This no longer gets processed by or paid to the Diocese.

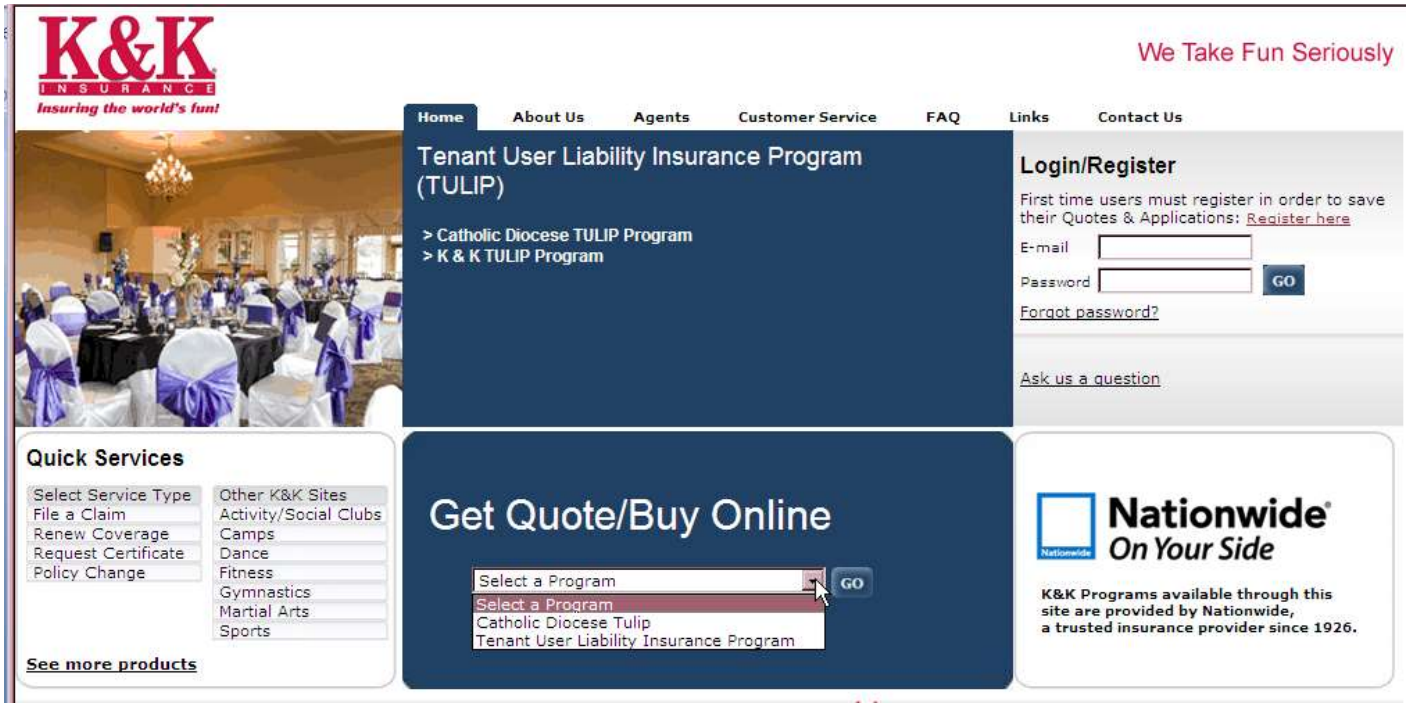
This process is strictly online effective 7-1-2025. Please use the link below to apply for special events coverage for these events. This provides $1 million of coverage for the event. With our large deductibles now in place, this is MANDATORY when allowing outsiders to rent/use your facilities.

Step by Step instructions are below.

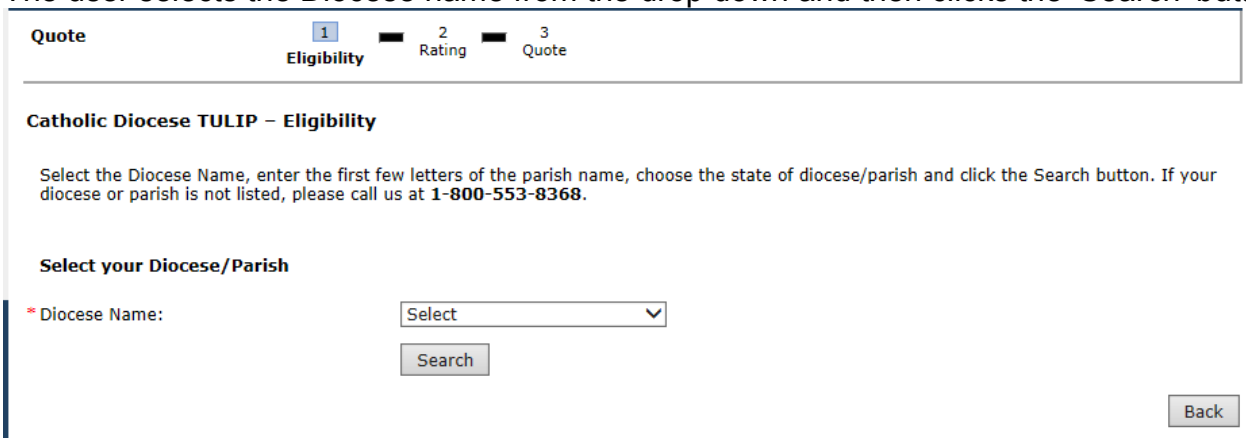
Link to Apply/Purchase and More Information:
https://www.kandkinsurance.com/programs/event-insurance/catholic-diocese-tulip-insurance#overview

The user can register if first time user; login if already a registered user; click on the down arrow beneath the words 'Get Quote/Buy Online', select a program and click on the 'Go' button to start the application process.

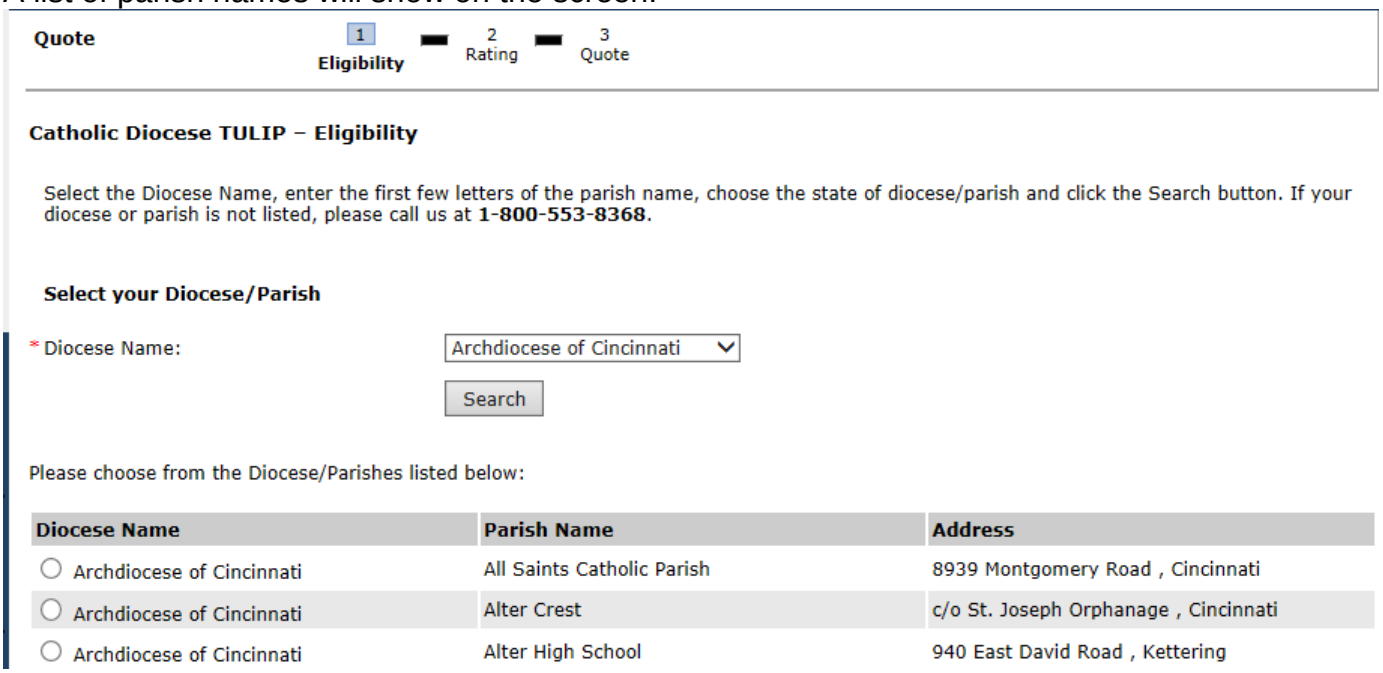
During the application process, all required fields need to be completed and any calculate buttons need to be clicked.



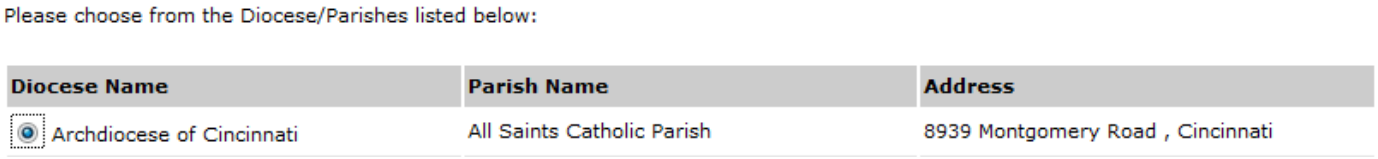
The user selects the Diocese name from the drop down and then clicks the 'Search' button.



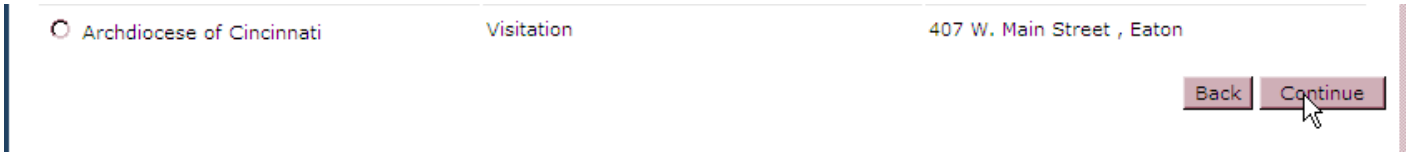
A list of parish names will show on the screen.



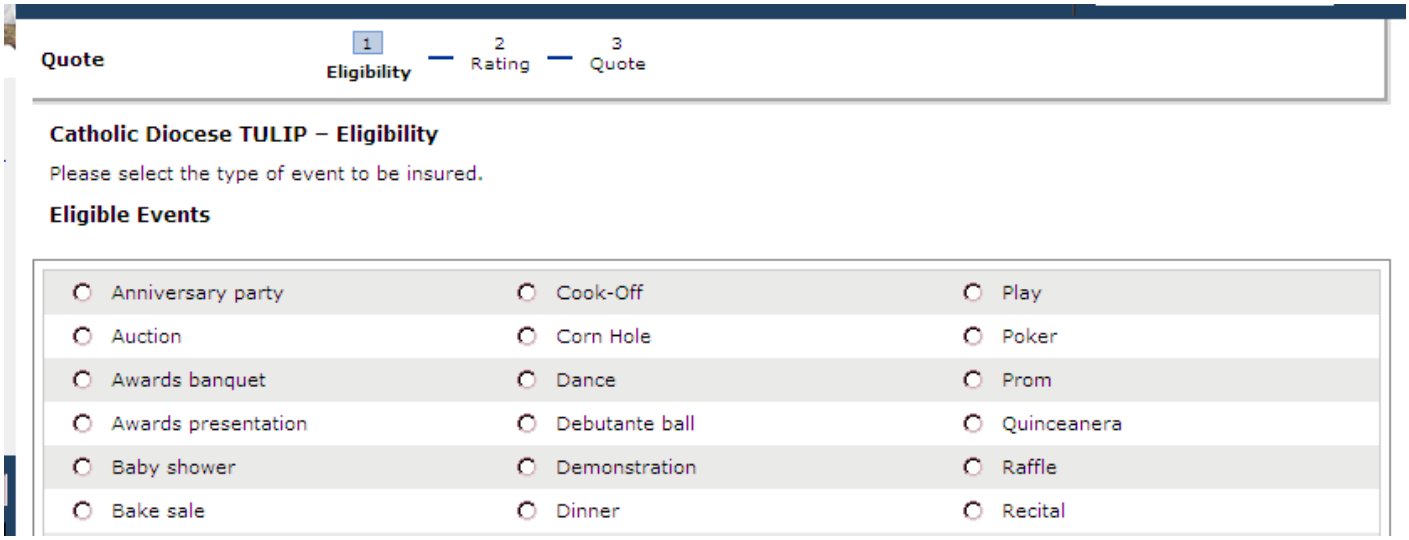
The user selects the parish.



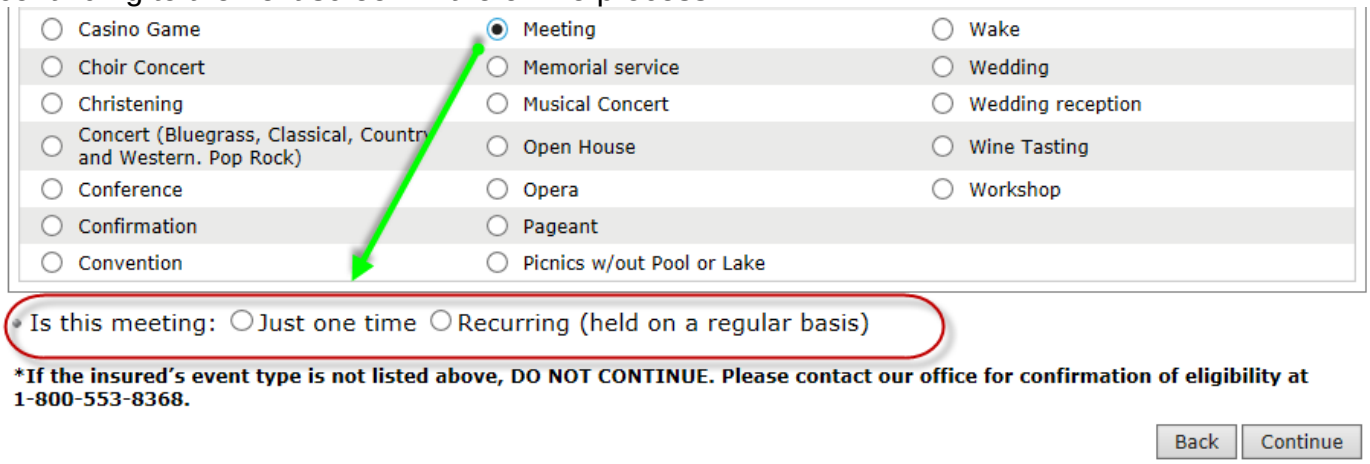
The user clicks on the ‘Continue’ button at the bottom of the screen



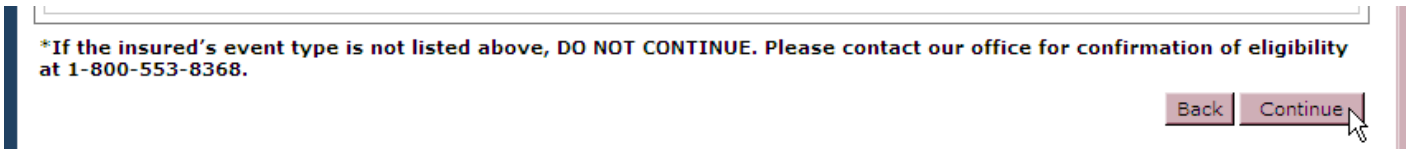
The user selects the type of event to be insured.



If 'Meeting' is selected, an additional question is displayed and must be answered before continuing to the next screen in the online process.



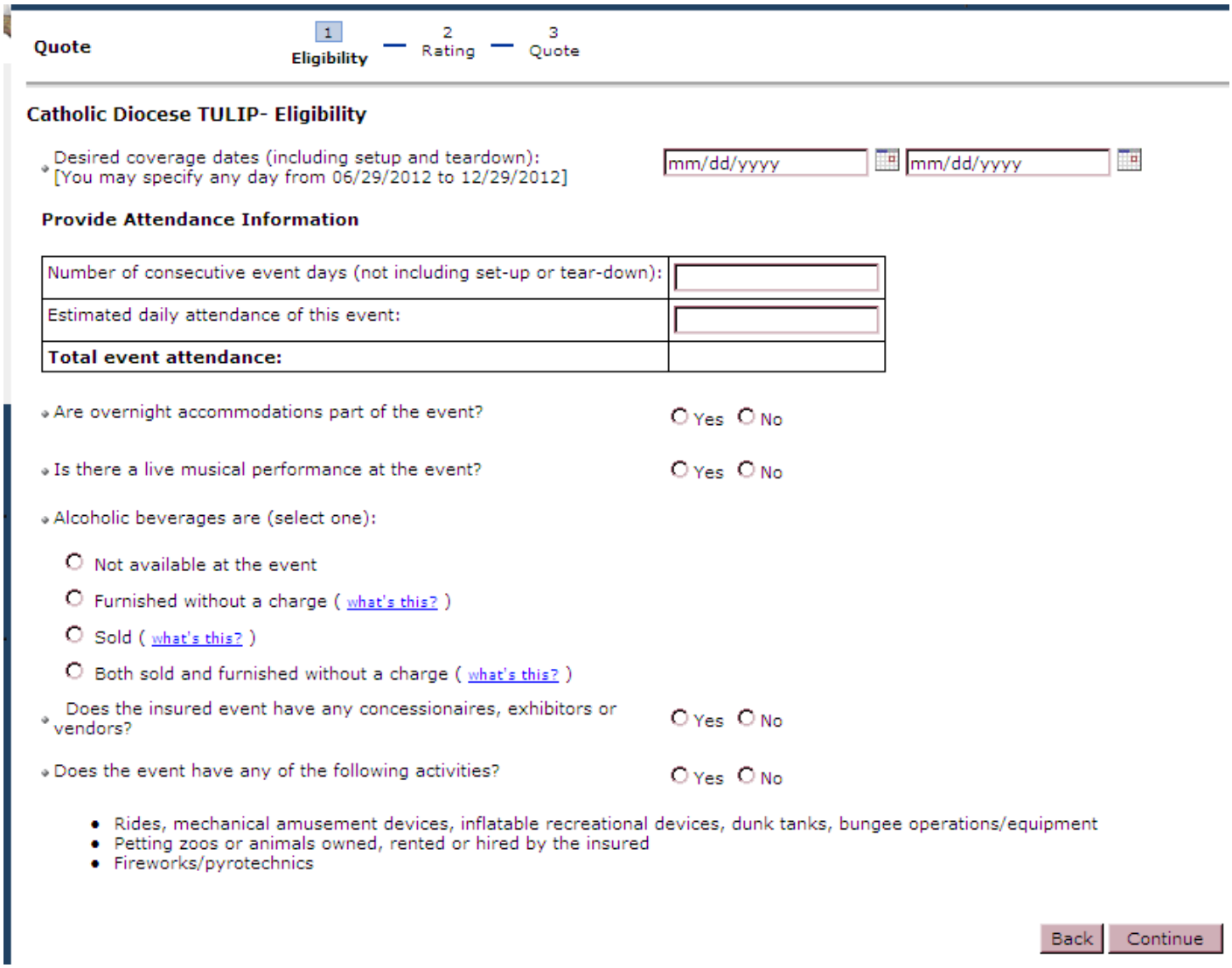
The user clicks the 'Continue' button at the bottom of the screen.



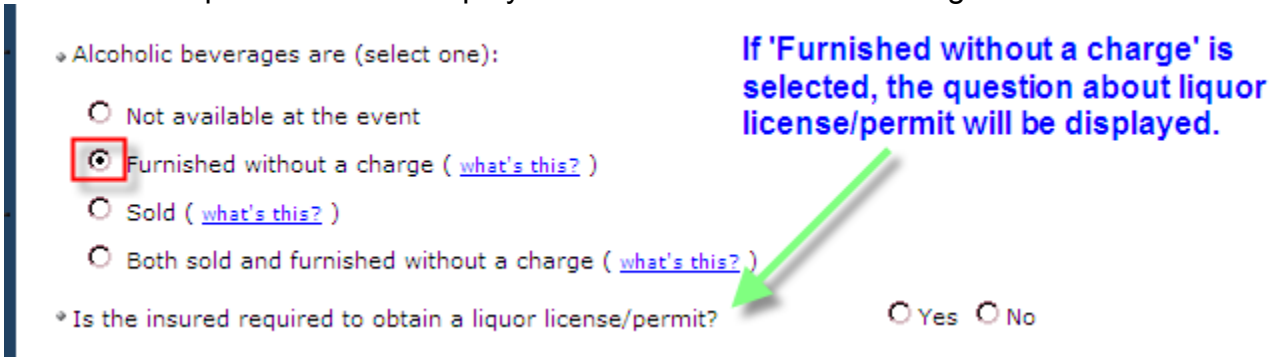
This is the screen that is displayed for any type of event selected on the prior screen other than 'Meeting, Recurring (held on a regular basis)'.

As the questions are answered, some additional information will appear on the screen. The bottom of this page and the next page shows the information that will appear on the screen as the questions are answered.

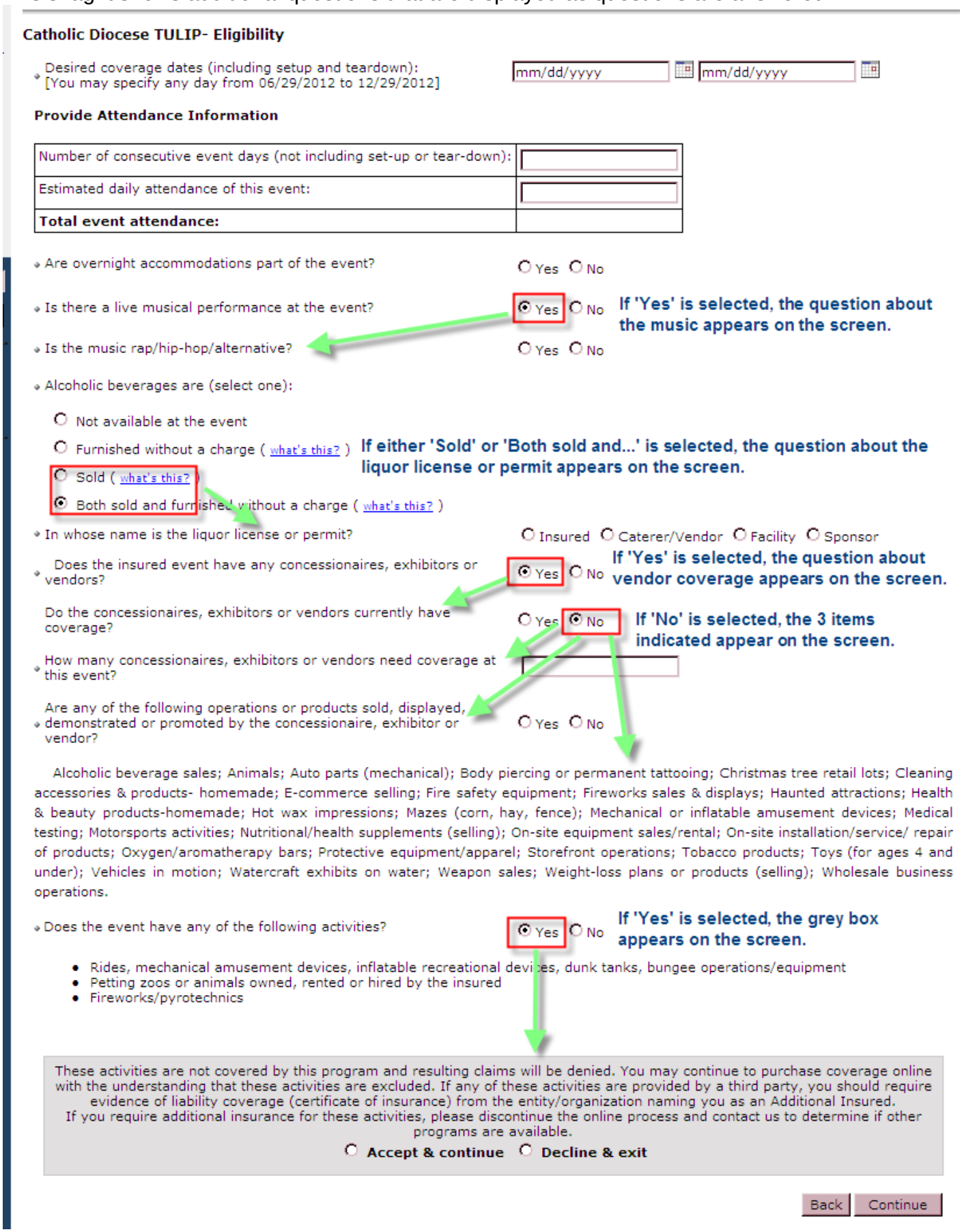
After all questions are answered, click the Continue button at the bottom of the screen.



An additional question will be displayed if 'Furnished without a charge' is selected.

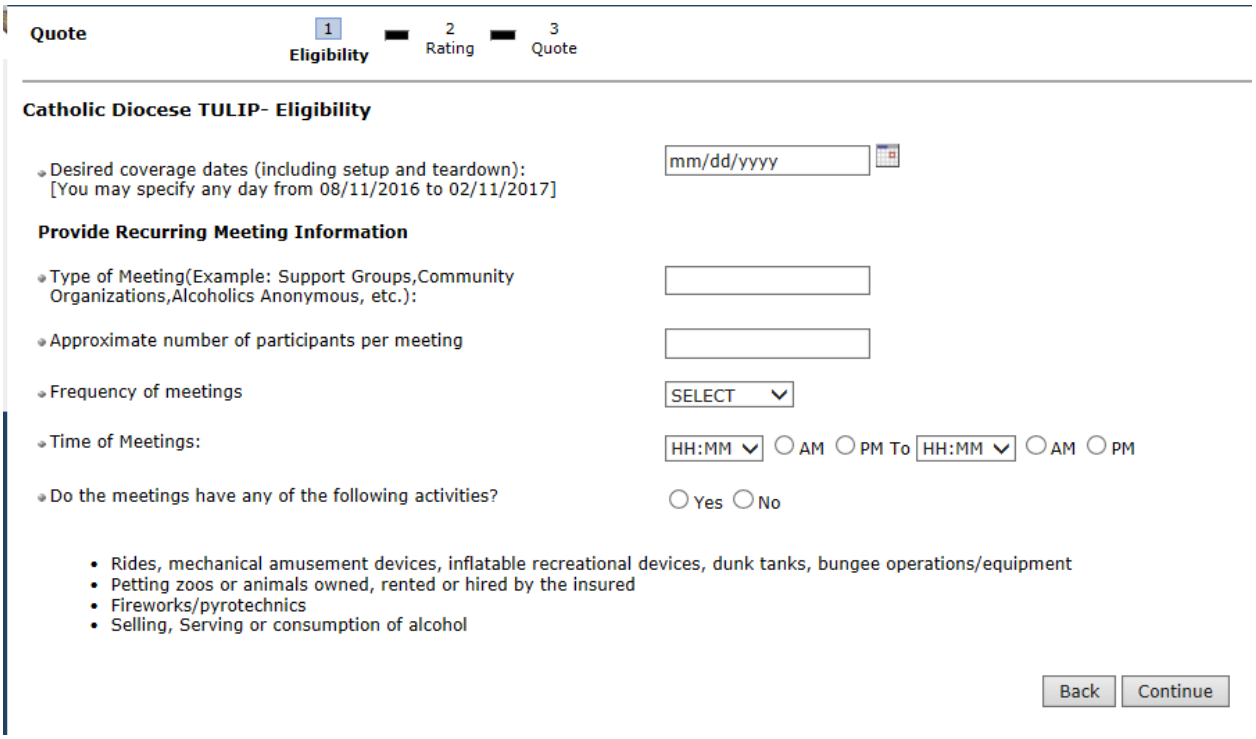


This snag-it shows additional questions that are displayed as questions are answered.



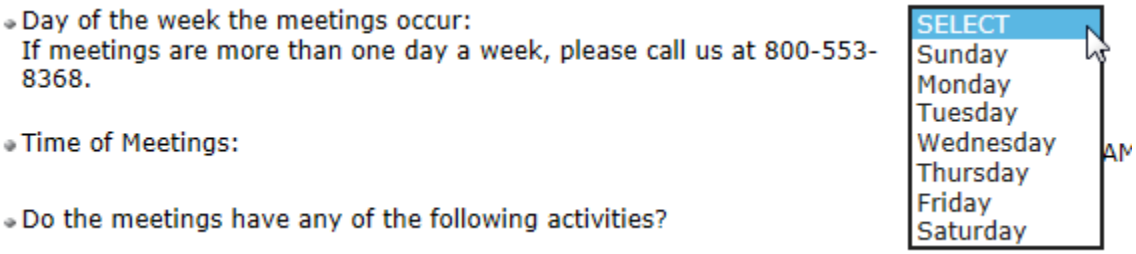
If the event type ‘Meeting, Recurring (held on a regular basis)’ was selcted this is the next screen that is displayed.

After all questions are answered, click the Continue button at the bottom of the screen.

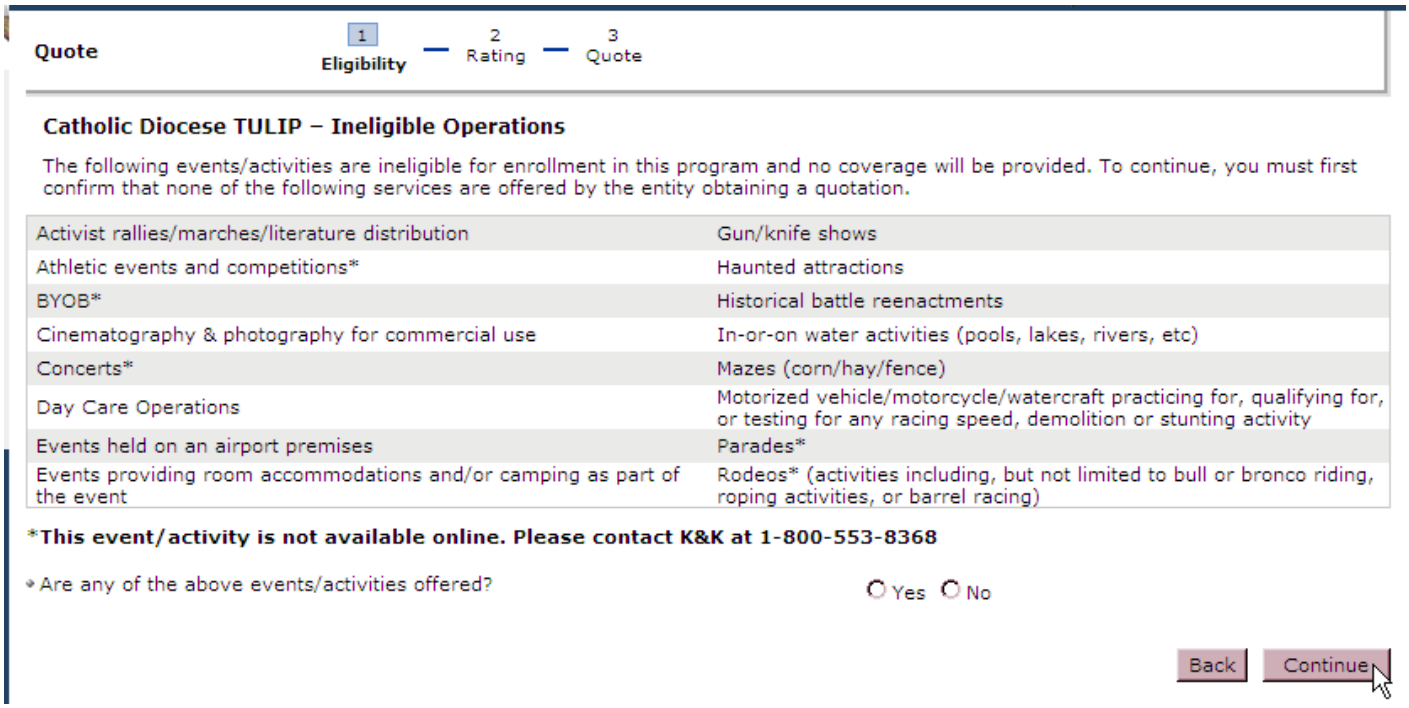


- Select the meeting frequency from the drop down box.

- If weekly is selected, select the day of week the meeting occurs on.



If the user selects 'No' they then click on the Continue button. If the user selects 'Yes' they will get a popup message and will not be able to complete the online application.



Quote 1 Eligibility — 2 Rating — 3 Quote

Catholic Diocese TULIP – Ineligible Operations

The following events/activities are ineligible for enrollment in this program and no coverage will be provided. To continue, you must first confirm that none of the following services are offered by the entity obtaining a quotation.

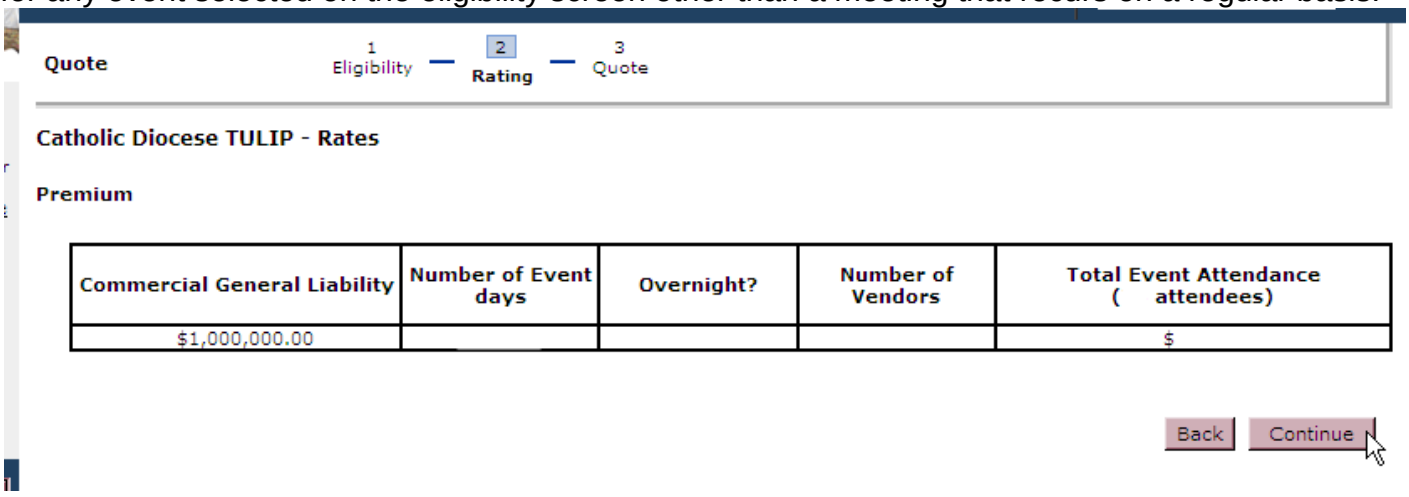
Activist rallies/marches/literature distribution	Gun/knife shows
Athletic events and competitions*	Haunted attractions
BYOB*	Historical battle reenactments
Cinematography & photography for commercial use	In-or-on water activities (pools, lakes, rivers, etc)
Concerts*	Mazes (corn/hay/fence)
Day Care Operations	Motorized vehicle/motorcycle/watercraft practicing for, qualifying for, or testing for any racing speed, demolition or stunting activity
Events held on an airport premises	Parades*
Events providing room accommodations and/or camping as part of the event	Rodeos* (activities including, but not limited to bull or bronco riding, roping activities, or barrel racing)

***This event/activity is not available online. Please contact K&K at 1-800-553-8368**

* Are any of the above events/activities offered? ○ Yes ○ No

Back Continue

The information entered on the Eligibility screen will populate the fields in the screen shown below. The premium will be shown in under the Total Event Attendance column. This is the rating screen for any event selected on the eligibility screen other than a meeting that recurs on a regular basis.



Quote 1 Eligibility — 2 Rating — 3 Quote

Catholic Diocese TULIP - Rates

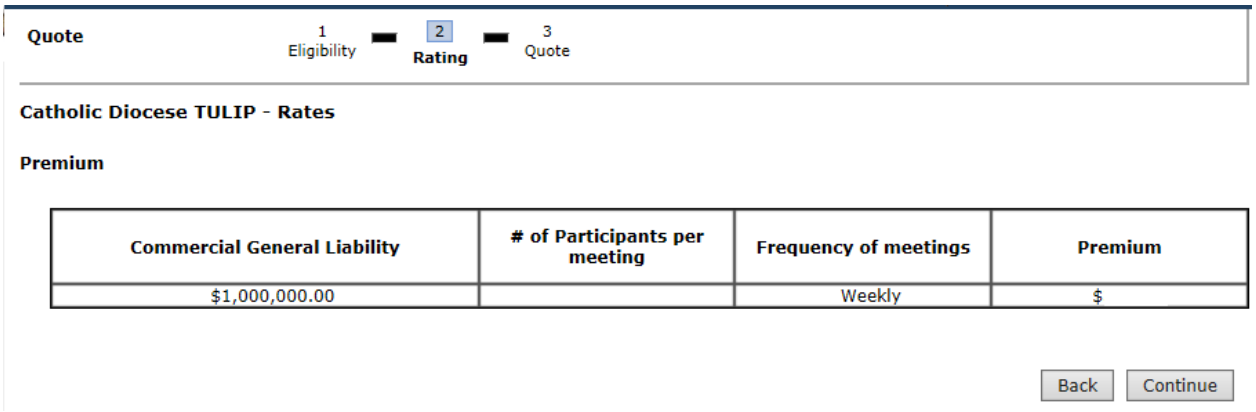
Premium

Commercial General Liability	Number of Event days	Overnight?	Number of Vendors	Total Event Attendance (attendees)
$1,000,000.00				$

Back Continue

The snag-its below show how the premium information is displayed when the event type is meeting recurring either weekly, bi-monthly or monthly.

The information entered on the Eligibility screen will populate the fields in the screen shown below. The premium will be shown in under the Total Event Attendance column.



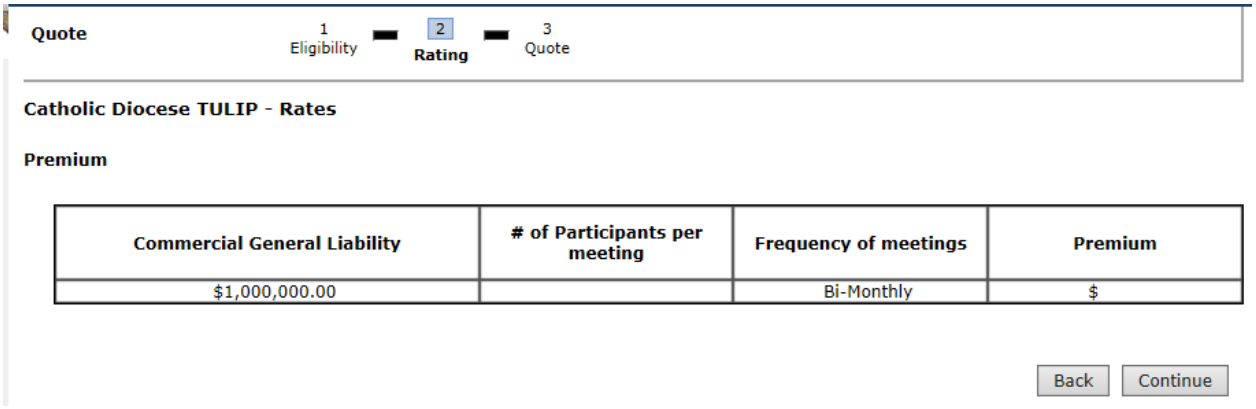
Quote 1 Eligibility — 2 **Rating** — 3 Quote

Catholic Diocese TULIP - Rates

Premium

Commercial General Liability	# of Participants per meeting	Frequency of meetings	Premium
$1,000,000.00		Weekly	$

Back Continue



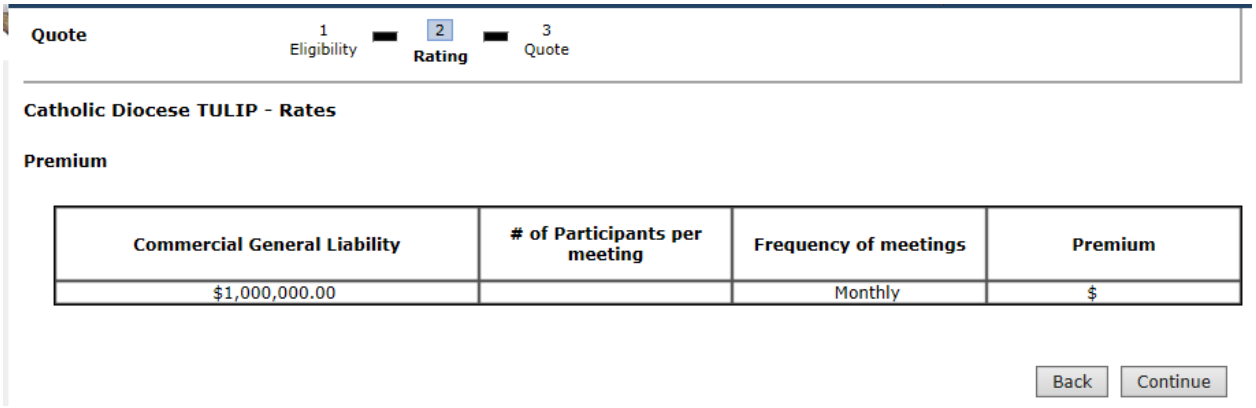
Quote 1 Eligibility — 2 **Rating** — 3 Quote

Catholic Diocese TULIP - Rates

Premium

Commercial General Liability	# of Participants per meeting	Frequency of meetings	Premium
$1,000,000.00		Bi-Monthly	$

Back Continue



Quote 1 Eligibility — 2 **Rating** — 3 Quote

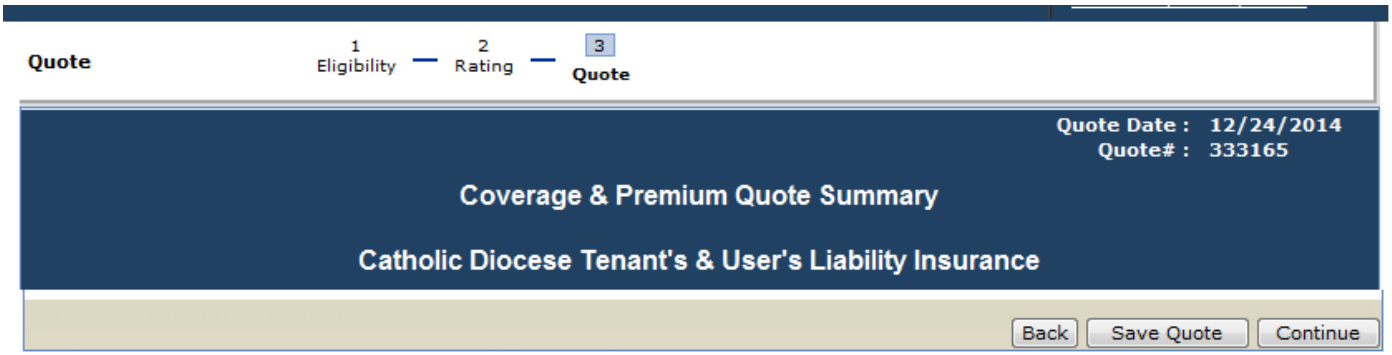
Catholic Diocese TULIP - Rates

Premium

Commercial General Liability	# of Participants per meeting	Frequency of meetings	Premium
$1,000,000.00		Monthly	$

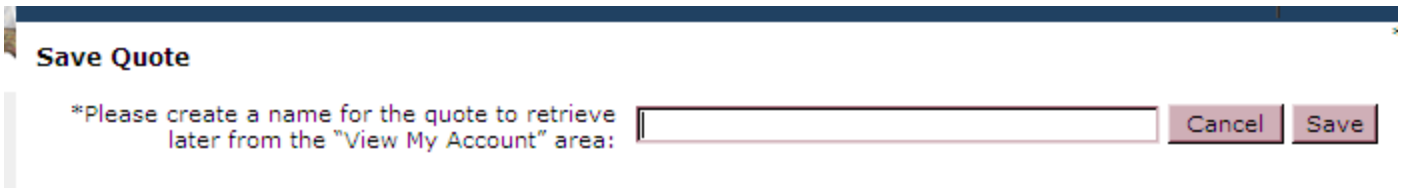
Back Continue

See the bottom of the quote summary screen for options available on this screen. You can click on the Edit button on the right side of the quote summary to edit a section if necessary.

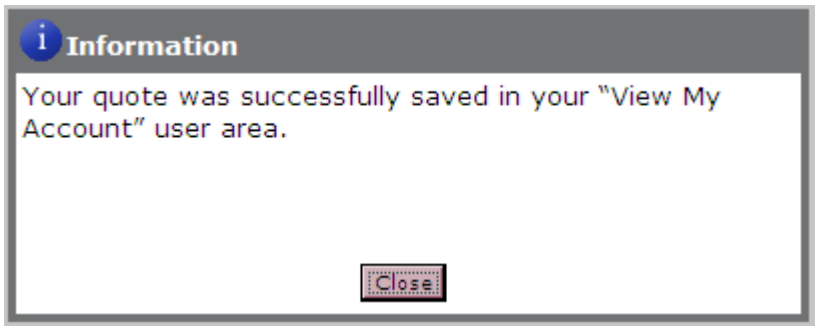


If you want to save the quote you need to be logged in.

To save at Quote Summary enter a name for the document and click on the 'Save' button.

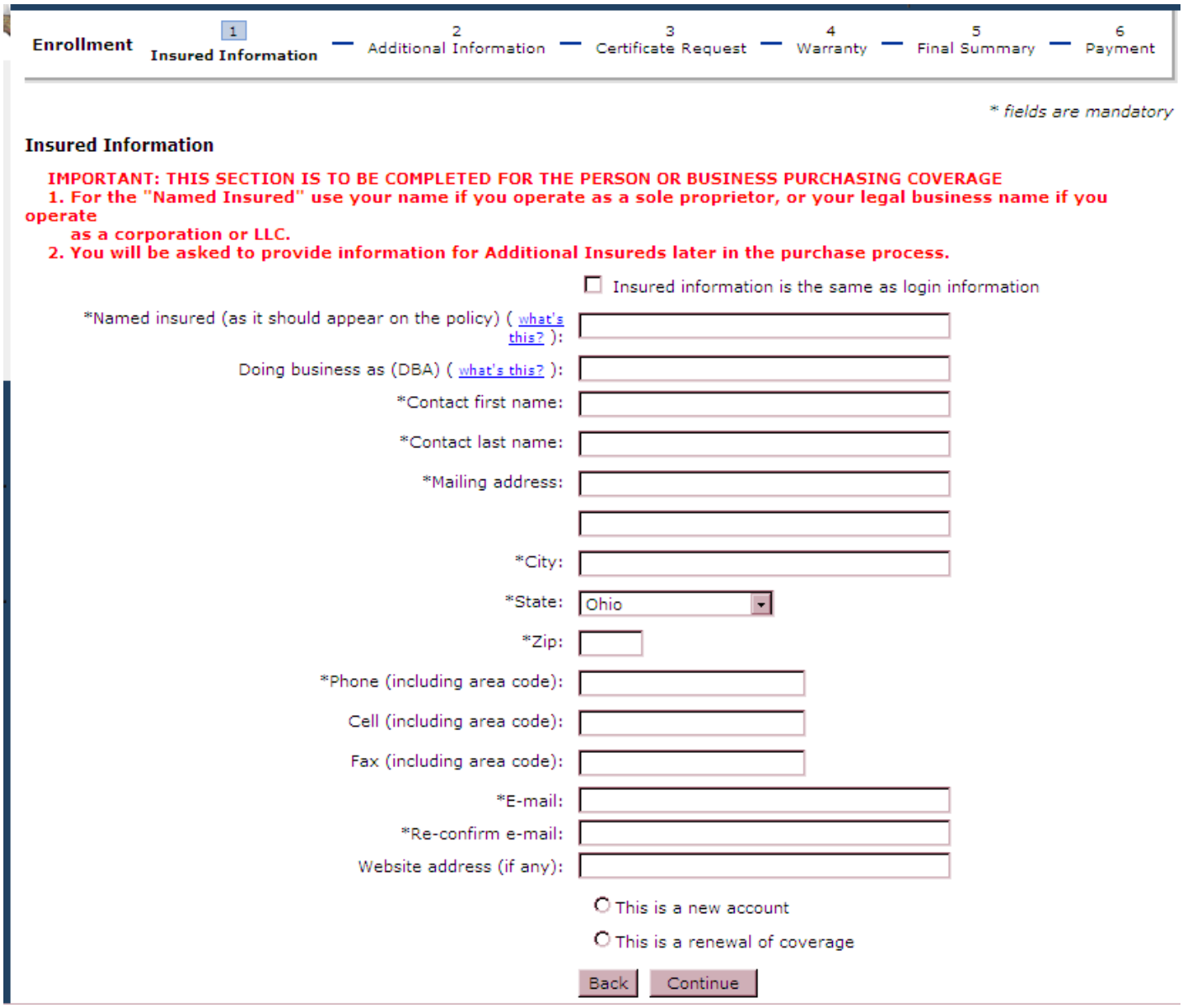


Close the pop-up message.



Click the 'Continue' button to continue the online application process.

If the user is not logged in, they will not see the 'Insured information is the same as login information' box. The 'State' field will be automatically filled with the data from the eligibility screen.

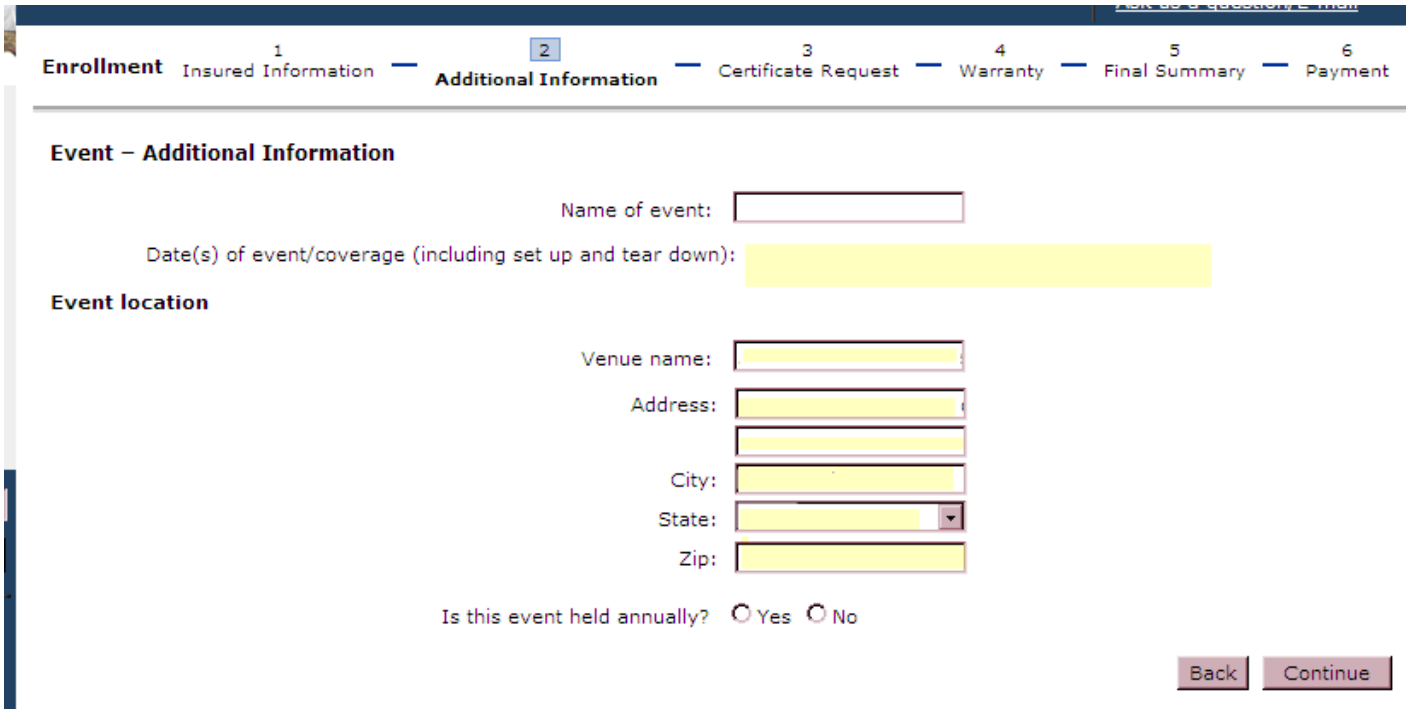


Click the Continue button.

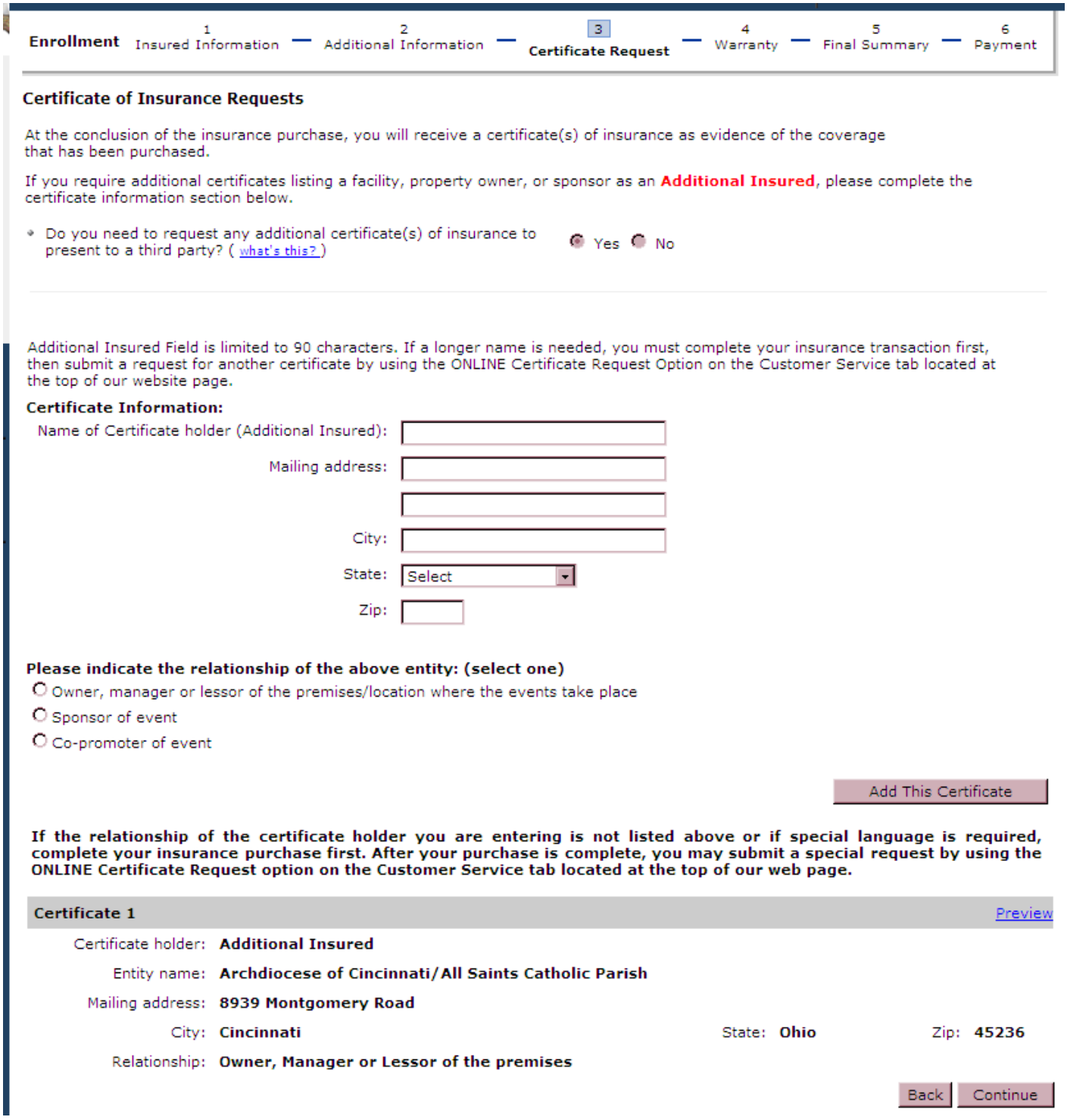
This screen will not be displayed if meeting, recurring on a regular basis was selected on the eligibility screen.

The fields highlighted in yellow below (for illustrative purposes only) will be automatically filled with the information entered earlier in the application process.

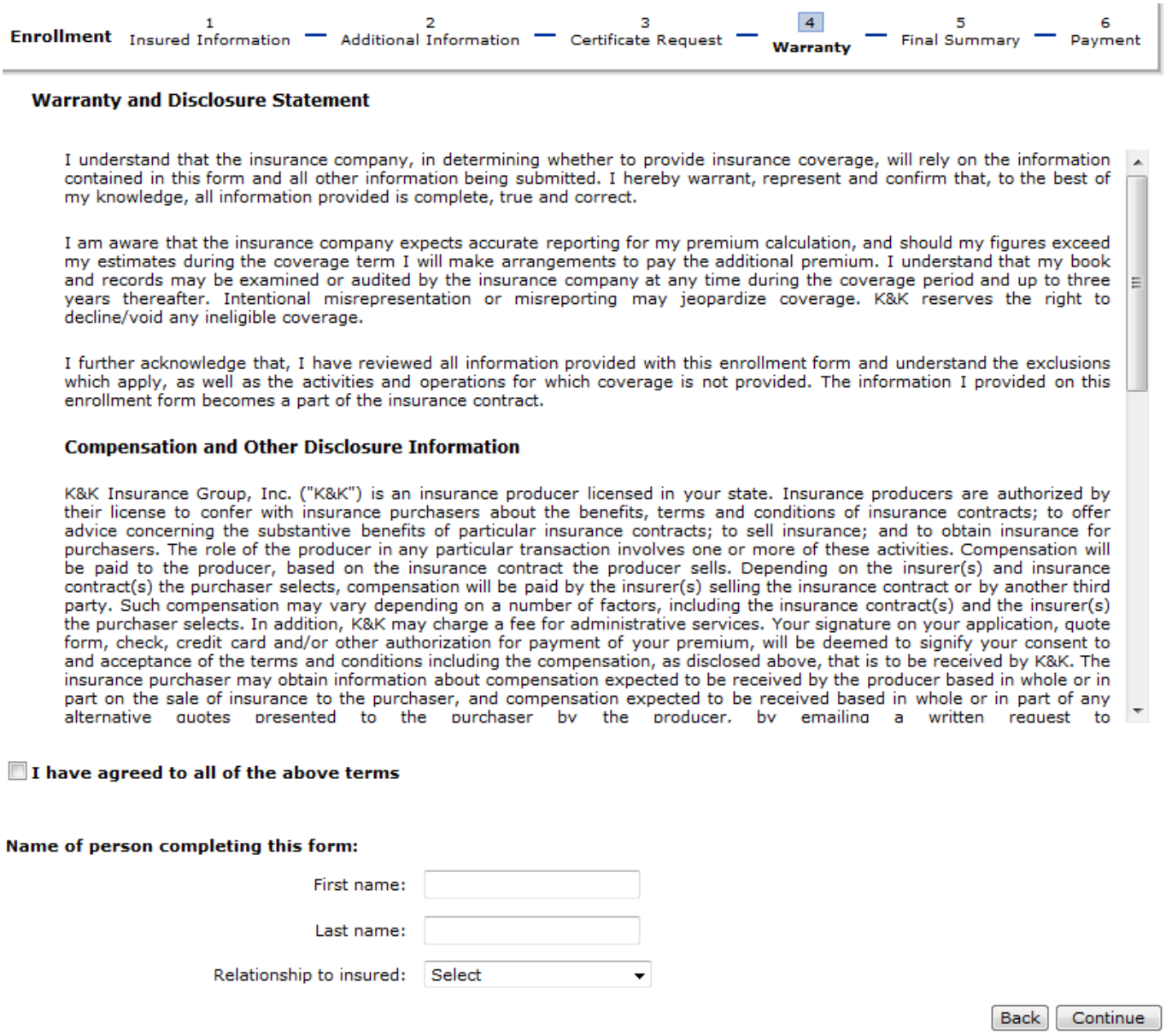
The user needs to complete the ‘Name of event:’ and ‘Is the event held annually?’ sections then click the Continue button.



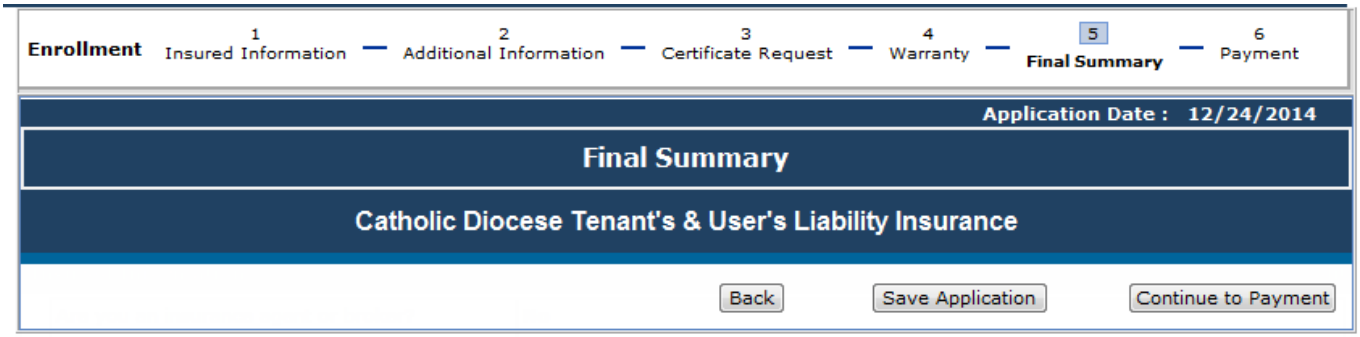
An additional certificate of insurance is automatically generated for the location the event is being held. If additional certificates of insurance are needed for another entity, enter the required entity information; click on the Add This Certificate button. When all certificates have been added, click the Continue button.



The user completes the required fields and clicks the Continue button.

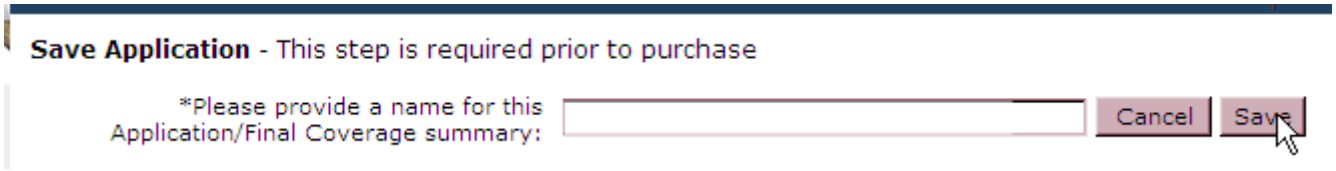


See the bottom of the final summary screen for options available on this screen.

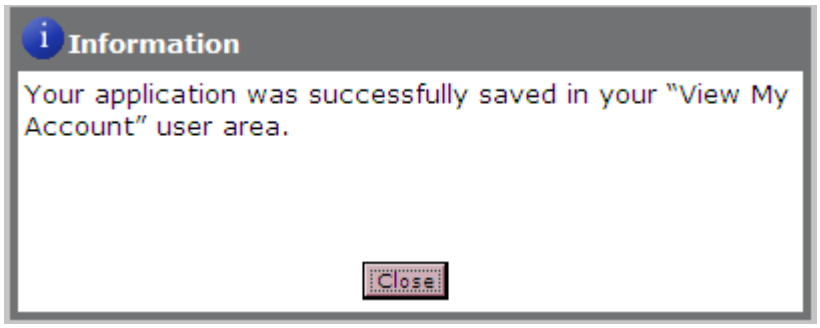


Saving the application is a required step to purchase coverage. It is also required if you want to save the information on the application and purchase later.

If the application was saved at the quote summary, the name given to the document will show in the name field on this screen. If the user is just saving at the final summary, enter a name for the document. Click on the 'Save' button.



Close the pop-up message.



Click on the 'Continue To Payment' button at the bottom of the final summary screen.

The user selects the method of payment and clicks the Continue button. The appropriate screens will come up for the method of payment selected.

After the payment has been processed the purchase summary screen will come up. From here the insured can print out the coverage documents. An email will also be sent to the registered user's email address containing the purchase summary along with the coverage documents.