

Outside User (TULIP) Event Insurance Procedures

We are going to make the move to our new broker's event insurance [K & K Insurance](#).
If you have any problems the contact numbers are below.

Phone (800) 426-2889
Fax (260) 459-5105
Claims (800) 237-2917

<https://www.kandkinsurance.com/sites/Tulip/Pages/Home.aspx>

1. Select "CATHOLIC DIOCESES TULIP"

The screenshot shows a web browser window displaying the K&K Insurance website. The address bar shows the URL: <https://www.kandkinsurance.com/sites/Tulip/Pages/Home.aspx>. The website header includes the K&K Insurance logo and the tagline "We Take Fun Seriously". The navigation menu includes Home, Testimonials, About Us, Agents, Customer Service, FAQ, Resources, and Contact Us. A large blue banner for the "Tenant User Liability Insurance Program (TULIP)" is visible, with a red arrow pointing to the "Catholic Diocese TULIP Program" link. To the right of the banner is a "Login/Register" section with an email field (labeled "lavoun@dsj.org"), a password field, and a "GO" button. Below the banner is a "Quick Services" section with a list of services: File a Claim, Renew Coverage, Request Certificate, Policy Change, and other K&K sites like Activity/Social Clubs, Camps, Dance, Fitness, Gymnastics, Martial Arts, and Sports. A "Get Quote/Buy Online" section is also present, featuring a "Select a Program" dropdown menu and a "GO" button. The footer contains copyright information for 2009 K&K Insurance Group Inc. and a FATCA notice.

The screenshot shows the Windows taskbar at the bottom of the screen. The taskbar includes the Start button, several application icons (Internet Explorer, Google Chrome, Microsoft Office Word, Microsoft Office PowerPoint, Microsoft Office Excel, Microsoft Office Outlook, Adobe Reader), and the system tray on the right showing the time as 2:57 PM and the date as 8/3/2018.

2. SELECT "BISHOP OF SAN JOSE"

The screenshot shows a web browser window displaying the K&K Insurance website. The page title is "Catholic Diocese Tulip Program". The URL is <https://www.kandkinsurance.com/sites/Tulip/pages/DioceseEligibility.aspx>. The page features the K&K Insurance logo and navigation links: Home, Testimonials, About Us, and Age. A large banner reads "Catholic Diocese TULIP For the best website experience use the latest versions of IE, Chrome, Sa". Below the banner, there is a "Login/Register" section with a registration form. The main content area is titled "Catholic Diocese TULIP - Eligibility" and includes a "Quote" section with a "1 Eligibility" indicator. A dropdown menu is open, listing various dioceses, with "Bishop of San Jose" selected. To the right, there is a "Contact Us" section with a red arrow pointing to it. The contact information includes: Phone: 1-800-553-8368, Fax: 1-260-459-5624, and Claims: 1-800-237-2917. A red arrow also points to the text "We Take Fun Seriously" above the contact information. The footer contains copyright information for K&K Insurance Group, Inc. (K&K) and mentions its license in Arkansas, California, and Texas. The system tray at the bottom shows the time as 2:54 PM on 8/3/2018.

Get Quote/Buy Policy
Select a Program
Go

Other K&K Sites
Select a Category

Get Quote/Buy Policy
Select a Program
Go

Other K&K Sites
Select a Category

Quote
1 Eligibility

Catholic Diocese TULIP - Eligibility
Select the Diocese Name, enter the first few letters of the diocese or parish is not listed, please call us at 1-800-553-8368.

Select your Diocese/Parish
Diocese Name:
Select
Search

Contact Us
Phone: 1-800-553-8368
Fax: 1-260-459-5624
Claims: 1-800-237-2917
Ask us a question/E-mail

We Take Fun Seriously

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2:54 PM
8/3/2018

3. CHOOSE (your location) AND CHOOSE “CONTINUE”

The screenshot shows a web browser window with the URL <https://www.kandkinsurance.com/sites/Tulip/pages/DioceseEligibility.aspx>. The page displays a list of church locations, each with a radio button for selection. The 'St. Clare Church' entry is selected. A large red arrow points to this entry.

Diocese	Church Name	Address
<input type="radio"/> Bishop of San Jose	St Albert Chmielowski Polish Mission	10250 Clayton Road , San Jose
<input type="radio"/> Bishop of San Jose	St Albert the Great Church	1095 Channing Avenue , Palo Alto
<input type="radio"/> Bishop of San Jose	St Albert the Great Church - Hall	1105 Channing Avenue , Palo Alto
<input type="radio"/> Bishop of San Jose	St Anthony Church	20111 McKean Road , New Almaden
<input type="radio"/> Bishop of San Jose	St Anthony Church	21101 McKean Road , New Almaden
<input type="radio"/> Bishop of San Jose	St Athanasius Church	160 North Rengstorff , Mountain View
<input type="radio"/> Bishop of San Jose	St Athanasius School	160 North Rengstorff , Mountain View
<input type="radio"/> Bishop of San Jose	St Catherine Of Alexandria Church	17400 Peak Avenue , Morgan Hill
<input type="radio"/> Bishop of San Jose	St Catherine Of Alexandria Church - San Martin Hall	13570 Depot Street , San Martin
<input type="radio"/> Bishop of San Jose	St Catherine School	17400 Peak Avenue , Morgan Hill
<input type="radio"/> Bishop of San Jose	St Christopher Church	1578 Curtner Avenue , San Jose
<input type="radio"/> Bishop of San Jose	St Christopher School	2278 Booksin Avenue , San Jose
<input checked="" type="radio"/> Bishop of San Jose	St. Clare Church	941 Lexington Street , Santa Clara
<input type="radio"/> Bishop of San Jose	St. Clare Church - Old Social Hall	810 Lafayette Street , Santa Clara
<input type="radio"/> Bishop of San Jose	St. Clare School	760 Washington Street , Santa Clara
<input type="radio"/> Bishop of San Jose	St. Cyprian Church	1133 West Washington Avenue , Sunnyvale
<input type="radio"/> Bishop of San Jose	St. Elizabeth Church	750 Sequoia Drive , Milpitas
<input type="radio"/> Bishop of San Jose	St. Elizabeth Seton School	1095 Channing Avenue , Palo Alto
<input type="radio"/> Bishop of San Jose	St. Frances Cabrini Church	15333 Woodard Road , San Jose
<input type="radio"/> Bishop of San Jose	St. Frances Cabrini Church Hall	15325 Woodward Road , San Jose
<input type="radio"/> Bishop of San Jose	St. Frances Cabrini School	15325 Woodward Road , San Jose
<input type="radio"/> Bishop of San Jose	St. Francis of Assisi Church	5111 San Felipe Road , San Jose
<input type="radio"/> Bishop of San Jose	St. John the Baptist Church	279 South Main Street , Milpitas
<input type="radio"/> Bishop of San Jose	St. John the Baptist School	360 South Abel Street , Milpitas
<input type="radio"/> Bishop of San Jose	St. John Vianney Church	4600 Hyland Avenue , San Jose
<input type="radio"/> Bishop of San Jose	St. John Vianney School	4601 Hyland Avenue , San Jose
<input type="radio"/> Bishop of San Jose	St. Joseph Cathedral Basilica	90 S. Market Street , San Jose
<input type="radio"/> Bishop of San Jose	St. Joseph Church	582 Hope Street , Mountain View
<input type="radio"/> Bishop of San Jose	St. Joseph Church	10110 North De Anza Boulevard , Cupertino
<input type="radio"/> Bishop of San Jose	St. Joseph School	1120 Miramonte Avenue , Mountain View

4. CHOOSE FROM THE ELIGIBLE EVENTS AND CHOOSE “CONTINUE”

The screenshot shows a web browser window with the URL <https://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibleOperations.aspx>. The page title is "Catholic Diocese TULIP - Eligibility". Below the title, it says "Please select the type of event to be insured." and "Eligible Events".

The "Eligible Events" section contains a grid of radio button options for various events:

<input type="radio"/> Anniversary party	<input type="radio"/> Cook-Off	<input type="radio"/> Play
<input type="radio"/> Auction	<input type="radio"/> Corn Hole	<input type="radio"/> Poker
<input type="radio"/> Awards banquet	<input type="radio"/> Dance	<input type="radio"/> Prom
<input type="radio"/> Awards presentation	<input type="radio"/> Debutante ball	<input type="radio"/> Quinceanera
<input type="radio"/> Baby shower	<input type="radio"/> Demonstration	<input type="radio"/> Raffle
<input type="radio"/> Bake sale	<input type="radio"/> Dinner	<input type="radio"/> Recital
<input type="radio"/> Ball (Dance)	<input type="radio"/> Dinner Theater	<input type="radio"/> Rehearsal Dinner
<input type="radio"/> Ballet	<input type="radio"/> Drawing	<input type="radio"/> Religious Assembly
<input type="radio"/> Band Concert	<input type="radio"/> Engagement party	<input type="radio"/> Retirement party
<input type="radio"/> Banquet	<input type="radio"/> Exposition	<input type="radio"/> Reunion
<input type="radio"/> Baptism	<input type="radio"/> Family gathering	<input type="radio"/> Rummage Sale
<input type="radio"/> Bazaar	<input type="radio"/> Festival	<input type="radio"/> School Band/Drill Competition
<input type="radio"/> Beauty Pageant	<input type="radio"/> First Holy Communion	<input type="radio"/> Scrapbooking
<input type="radio"/> Benefit	<input type="radio"/> Food Concessions	<input type="radio"/> Seminar
<input type="radio"/> Bingo	<input type="radio"/> Funeral Service	<input type="radio"/> Show (Antique, Art, Automobiles, Boat, Craft, Dance, Fashion, Fishing, Flower, Garden, Holiday, Home, Quilt, Stage Performance, Talent)
<input type="radio"/> Birthday party	<input type="radio"/> Garage Sale	<input type="radio"/> Sidewalk Sale
<input type="radio"/> Book Sale	<input type="radio"/> Graduation	<input type="radio"/> Social Reception
<input type="radio"/> Breakfast	<input type="radio"/> Graduation party	<input type="radio"/> Speaking Engagement
<input type="radio"/> Bridal Show	<input type="radio"/> Holiday Party	<input type="radio"/> Tea Party
<input type="radio"/> Bridal Shower	<input type="radio"/> Instructional Class	<input type="radio"/> Telethon
<input type="radio"/> Bunco	<input type="radio"/> Job Fair	<input type="radio"/> Trade Show

A red arrow points to the right side of the page, indicating the "CONTINUE" button.

5. ENTER THE DATE OF THE EVENT AND ANSWER ALL QUESTIONS CHOOSE "CONTINUE"

The screenshot shows the K&K Insurance website interface for the Catholic Diocese TULIP Program. The page is titled "Catholic Diocese TULIP Program" and includes contact information: Phone 1-800-553-8368, Fax 1-260-459-5624, and Claims 1-800-237-2917. A navigation menu includes Home, Testimonials, About Us, Agents, Customer Service, FAQ, Resources, and Contact Us. The main content area is divided into three steps: 1. Eligibility, 2. Rating, and 3. Quote. The "Eligibility" step is currently active. Below the step indicator, there is a "Quote" section with a "Catholic Diocese TULIP- Eligibility" heading. This section includes a "Desired coverage dates" field with two date pickers (mm/dd/yyyy) and a "Provide Attendance Information" section. The "Provide Attendance Information" section contains several questions with radio button options for Yes or No. A large red arrow points to the date input field.

Quote

1 Eligibility 2 Rating 3 Quote

Catholic Diocese TULIP- Eligibility

Desired coverage dates (including setup and teardown):
[You may specify any day from 08/03/2018 to 02/03/2019]

mm/dd/yyyy mm/dd/yyyy

Provide Attendance Information

Number of consecutive event days (not including set-up or tear-down):	
Estimated daily attendance of this event:	
Total event attendance:	

Are overnight accommodations part of the event? Yes No

Is there a live musical performance at the event? Yes No

Alcoholic beverages are (select one):

- Not available at the event
- Furnished without a charge ([what's this?](#))
- Sold ([what's this?](#))
- Both sold and furnished without a charge ([what's this?](#))

Does the insured event have any concessionaires, exhibitors or vendors? Yes No

Does the event have any of the following activities? Yes No

6. READ AND ANSWER QUESTION(S) AND CHOOSE “CONTINUE”

The screenshot shows a web browser window displaying the K&K Insurance website. The page title is "Catholic Diocese TULIP Program". The navigation menu includes Home, Testimonials, About Us, Agents, Customer Service, FAQ, Resources, and Contact Us. The main content area is titled "Catholic Diocese TULIP Program" and includes contact information: Phone 1-800-553-8368, Fax 1-260-459-5624, and Claims 1-800-237-2917. Below this is a "Quote" section with tabs for Eligibility, Rating, and Quote. The "Eligibility" tab is selected, showing a list of ineligible operations. A red arrow points to the "Continue" button at the bottom right of the page.

K&K INSURANCE
Insuring the world's fun!

We Take Fun Seriously

Home Testimonials About Us Agents Customer Service FAQ Resources Contact Us

Catholic Diocese TULIP Program

Phone 1-800-553-8368
Fax 1-260-459-5624
Claims 1-800-237-2917

[Ask us a question/E-mail](#)

Quote

1 Eligibility 2 Rating 3 Quote

Login/Register

First time users must register in order to save their Quotes & Applications: [Register here](#)

E-mail

Password

[Forgot password?](#)

Get Quote/Buy Policy

Select a Program

Other K&K Sites

Select a Category

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

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7. QUOTE WILL APPEAR, CHOOSE "CONTINUE"

The screenshot shows the K&K Insurance website interface. The main heading is "Catholic Diocese TULIP Program". Below this, there is a progress indicator with three steps: "1 Eligibility", "2 Rating" (which is currently selected), and "3 Quote". The "Quote" section displays a table of rates for the "Catholic Diocese TULIP - Rates" program. A red arrow points to the "Continue" button located below the table.

Phone: 1-800-553-8368
Fax: 1-260-459-5624
Claims: 1-800-237-2917

[Ask us a question/E-mail](#)

Quote Progress: 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 (25 attendees)
\$1,000,000.00	1	No	0	\$90.00

[Back](#) [Continue](#)

Other K&K Sites
Select a Category

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8. REVIEW QUOTE SUMMARY AND CHOOSE “CONTINUE”

home - K&K Insurance Group, Inc. X Tulip X +

https://www.kandinsurance.com/sites/Tulip/Pages/DioceseQuoteSummary.aspx

Phone 1-800-553-8368
Fax 1-260-459-5624
Claims 1-800-237-2917
[Ask us a question \(E-mail\)](#)

Quote 1 Eligibility 2 Rating 3 Quote

Quote Date : 08/03/2018

Coverage & Premium Quote Summary

Catholic Diocese Tenant's & User's Liability Insurance

Diocese/Parish Information [Edit](#)

Diocese Name:	Bishop of San Jose
Parish Name:	St Clare Church
Parish State:	California

Commercial General Liability

Eligibility [Edit](#)

Selected operation:	Banquet
Desired coverage dates (including setup and tear-down):	08/11/2018 to 08/11/2018
Provide attendance information:	
Number of consecutive event days (not including set-up or tear-down):	1
Estimated daily attendance of this event	25
Total event attendance	25
Are overnight accommodations part of the event?	No
Is there a live musical performance at the event?	No
Alcoholic beverages are (select one):	Not available at the event.
Does the insured event have any concessionaires, exhibitors or vendors?	No
Does the event have any of the following activities?	No
Rides, mechanical amusement devices, inflatable recreational devices, dunk tanks, bungee operations/equipment, Petting zoos or animals owned, rented or hired by the insured, Fireworks/pyrotechnics	
Are any of the following events/activities offered?	No
Activist rallies/marches/literature distribution; Athletic events and competitions; BYOB; Cinematography & photography for commercial use; Concerts ; Day Care Operations; Events held on an airport premises; Events providing room accommodations and/or camping as part of the event; Gun/knife shows; Haunted attractions; Historical battle reenactments; In-or-on water activities (pools, lakes, rivers, etc); Mazes (corn/hay/fence); Motorized vehicle/motorcycle/watercraft practicing for, qualifying for, or testing for any racing speed.	

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8/3/2018

9. Fill in the Diocese's information to be listed as "Named Insured"

Named Insured: Roman Catholic Bishop of San Jose

DBA: (Name of parish being rented)

Contact Name: (Your contact info)

Address:

Phone #:

Email:

Choose "This is a new account"

Choose "Continue"

The screenshot shows a web browser window with the URL <https://www.kandkinsurance.com/sites/Tulip/Pages/DioceseInsuredInformation.aspx>. The page is titled "Insured Information" and contains a registration form. A red arrow points to the "Named insured" field, which is pre-filled with "Roman Catholic Bishop of San Jose".

Insured Information

IMPORTANT: THIS SECTION IS TO BE COMPLETED FOR THE PERSON OR BUSINESS PURCHASING COVERAGE

1. For the "Named Insured" use your name if you operate as a sole proprietor, or your legal business name if you operate as a corporation or LLC.
2. You will be asked to provide information for Additional Insureds later in the purchase process.

*Named insured (as it should appear on the policy) ([what's this?](#)): Roman Catholic Bishop of San Jose

Doing business as (DBA) ([what's this?](#)): St. Clare Parish (Name of Parish)

*Contact first name: Theresa

*Contact last name: La Voun

*Mailing address: 1150 N. First St.

*City: San Jose

*State: California

*Zip: 95112

*Phone (including area code): 408-983-0100

Cell (including area code):

Fax (including area code):

*E-mail: lavoun@dsj.org

*Re-confirm e-mail: lavoun@dsj.org

Website address (if any):

This is a new account
 This is a renewal of coverage

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10. Enter “Name of Event” i.e. “Jane Doe Baptism” and choose “continue”

The screenshot shows a web browser window with the URL <https://www.kandkinsurance.com/sites/Tulip/Pages/DioceseAdditionalInformation.aspx>. The page features the K&K Insurance logo and the slogan "We Take Fun Seriously". The main heading is "Catholic Diocese TULIP Program". Below the heading is a progress bar with six steps: 1. Insured Information, 2. Additional Information (current step), 3. Certificate Request, 4. Warranty, 5. Final Summary, and 6. Payment. The "Event - Additional Information" section contains the following fields: "Name of event:" (with a red arrow pointing to it), "Date(s) of event/coverage (including set up and tear down):" (8/11/2018), "Event location" section with "Venue name:" (St. Clare Church), "Address:" (941 Lexington Street), "City:" (Santa Clara), "State:" (California), and "Zip:" (95050). At the bottom of the form, there is a question "Is this event held annually?" with radio buttons for "Yes" and "No". A "Continue" button is visible at the bottom right of the form area. The browser's taskbar at the bottom shows the time as 3:51 PM on 8/2/2018.

10. Additional Certificate request “YES”

11. No other certificate needed you may choose “continue”

home - K&K Insurance Group, Inc. X Tulip X Rewards X

https://www.kandkinsurance.com/sites/Tulip/Pages/DioceseCertificationRequest.aspx

E-mail: lavoun@dsj.org
Password: *****
Forgot password?

If you require additional certificates listing a facility, property owner, or sponsor as an **Additional Insured**, please complete the certificate information section below.

Do you need to request any additional certificate(s) of insurance to present to a third party? (what's this?) Yes No

Certificate 1 [Preview](#)

Certificate holder: **Additional Insured**

Entity name: **Bishop of San Jose/St Clare Church**

Mailing address: **941 Lexington Street**

City: **Santa Clara** State: **California** Zip: **95050**

Relationship: **Owner, Manager or Lessor of the premises**

If other additional insured certificates are needed, please enter the information below.

Additional Insured Field is limited to 90 characters. If a longer name is needed, you must complete your insurance transaction first, then submit a request for another certificate by using the ONLINE Certificate Request Option on the Customer Service tab located at the top of our website page.

Certificate Information:

Name of Certificate holder (Additional Insured):

Mailing address:

City:

State:

Zip:

Please indicate the relationship of the above entity: (select one)

Owner, manager or lessor of the premises/location where the events take place

Sponsor of event

Co-promoter of event

If the relationship of the certificate holder you are entering is not listed above or if special language is required, complete your insurance purchase first. After your purchase is complete, you may submit a special request by using the ONLINE Certificate

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12. Agree to Terms, Enter “users” name, Relationship to insured choose “Other” and enter “lessor”

13. Review the “final summary” and choose “continue to payment”

14. Enter payment info and submit.