Liability Insurance

- Proof of liability insurance is required **30 days in advance of event**
- Duquesne University Requires the following coverage for these events:

<table>
<thead>
<tr>
<th>$1 Million General Liability Insurance</th>
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<tbody>
<tr>
<td>$1 Million General Aggregate</td>
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</table>

- *For Wedding Reception Policies:* The name of insured on the policy must match that of the Responsible Party on the event contract.

- Event Insurance is available through URMIA (University Risk Management & Insurance Association) Tulip Plus.

**To purchase insurance through URMIA:**

1) **Log on to:**
   
   [https://tulip.ajgrms.com/](https://tulip.ajgrms.com/)

2) Click on **Quick Quote** and enter the state and location of the event, then continue through the process by answering questions about your event and advancing to the next page

3) In the **Coverage Options** section, please note that even though a message reads that alcohol is not allowed, this simply means the sale of alcohol is not permitted; you will be able to serve alcohol at your event (host liquor liability coverage is included in the General Liability Coverage)

4) The process is complete once the **Purchase Coverage** form is completed. An email will be sent by URMIA to the university with a copy of the policy

- If you are adding insurance through another insurance provider, the following items **must be included** on the policy:
  1. Comprehensive general liability insurance or a personal Homeowners policy, covering bodily injury and property damage in the sum of not less than one-million dollars ($1,000,000) each occurrence and $1 million general aggregate.
  2. The policy should state the specific **event title, date(s) & location** (for example: “the wedding reception of [full name of bride] and [full name of groom] on [date] at the Duquesne University Power Center Ballroom, located at 1015 Forbes Avenue, Pittsburgh PA, 15219”.
  3. Duquesne University is listed as Additional Insured. The University address should be listed as follows: **Duquesne University, 600 Forbes Avenue, Pittsburgh, PA 15282**.