Liability Insurance

- Proof of liability insurance is required 30 days in advance of event.
- Duquesne University Requires the following coverage:

| $1 Million General Liability Insurance | $1 Million General Aggregate |

- 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/

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.**