



**City of Portland**  
**Tenant User Liability Program (TULIP)**  
Online Application Instructions

[Excluded Events](#)

[Classification of Events](#) (Class 1, 2 and 3)

[Rate Schedule](#): Premium is the sum of the General Liability and Liquor Liability (if applicable) and Property Damage rates

Please read the following instructions for completing the online application. The link to the application is at the bottom of the page

Note the following conditions:

- Coverage must be purchased at least 1 day in advance of event
- TULIP cannot accept facilities / locations that are not managed by City of Portland bureaus (i.e. Pioneer Square or some small community centers are operated by a 3<sup>rd</sup> party). The Program is not able to name a 3<sup>rd</sup> party as Additional Insured, which is usually a requirement. If you are making a reservation through an organization other than the City of Portland, please confirm what the insurance requirements are before purchasing this coverage

Selecting your facility / venue (location)

- Enter your facility code (provided to you by the facility coordinator or when obtaining your permit); **or**
- Review City of Portland Facility Codes list; **or**
- Search by name (entering "City of Portland" will bring up all City of Portland locations), then click on the down arrow to the right of the following box and choose the appropriate location

Once you have made your selection, please verify you have the correct location before proceeding to the next step

Once you have selected your location, choose your event (review Class 1, 2, 3 Events lists)

Select date(s) of your event

**In Event Name box, if applicable, please enter in your permit # at the end (i.e. for Park rentals)**

Continue to end of the Application to obtain your quote and purchase coverage if desired. If you do not have the correct location, you can go back to the drop-down list to re-select.

If you have questions or having trouble accessing the website, please call Willis Towers Watson at 800-688-4155 and ask for Katie Dunn or Cindy Jarret.

[City of Portland Facility Codes](#)

[Application for TULIP – Complete Online](#)