



Tenant User Liability Insurance Program

How-To Guide

The Town of Blythewood has enrolled in a program which allows you, the "user" of a Town of Blythewood property, to secure cost-effective liability insurance that provides protection for you as well as the Town. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the Town facility or venue.

The Town of Blythewood is a registered user of the TULIP program through its insurance pool, the National League of Cities, and HUB International New England via Entertainment Brokers International. The unique Entity ID Code assigned to The Manor at Doko Meadows/Town of Blythewood is **0501-CYV**.

How to secure TULIP coverage for your usage of The Manor at Doko Meadows:

1. Log on to www.onebeaconentertainment.com/e/tulip/apply.aspx.
2. Confirm the venue by entering Venue ID Code **0501—CYV**. The Town's mailing information will appear below the code.
3. Click on **TULIP-Event Insurance-Purchase or Quote**.
4. Select the type of "Event" or "Activity" (e.g., wedding or festival) from the drop-down window.
5. Answer the questions that follow, such as:

Have you held this event before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, were there any losses or claims?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be armed private security at this event or activity? (Off duty police not included)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Select the Event date or dates on the calendar by clicking on the day of the event. (If you are using the facility for multiple regularly scheduled dates, select all applicable dates.)
7. Enter the event name, estimated attendance, and other event details as prompted.
8. To view a quick quote, click on the **Get Quote** button.
9. Complete the fields on the Premium Quote & Contact Information screen and click **Next**.
10. Enter your credit card information and click **Next** to automatically purchase the insurance.
11. A Certificate of Insurance card will then be issued and sent via email, in your name and organization's name, to the Town of Blythewood.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact **Entertainment Brokers International** at 1-800-507-8414 (Monday through Friday, 8:30 AM to 5:00 PM PST).

Rev 7/11/13

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