Tenant User Liability Insurance Program
How To Guide

City of Flagstaff has enrolled in a program that allows you, the "user" of a municipal facility, school, or other local government property, to secure cost effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided.

City of Flagstaff is a registered user of the TULIP program through the National League of Cities (NLC) and HUB International New England via Entertainment Brokers International. Its assigned unique Venue ID-Code is: *0501-D74*

How it works:

1. Log onto www.onebeaconentertainment.com ... then scroll down and click on *"Planning an Event?" - Get a Free Quote*

2. Enter the Venue ID-Code listed above or use the venue drop down menu.

3. Select the Event Details or "eligible activity" from the drop down window, e.g. wedding, festival, etc.

4. Answer the 4 questions.

5. Select the date range for the event on the calendar by clicking on the day of event (if multiple dates, select all of these).

6. Name Event…then click on yes/no for Liquor Liability...then add Average Daily Attendance…then answer the next 4 questions (if applicable).

7. At this point you are able to "GET QUOTE".

If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization's Name, with a Certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. (800) 370-2106.