



Presents the Tenant User Liability Insurance Program How-To Guide

Prince William County Public Schools (PWCS) requires all individuals, groups or organizations to carry a minimum of \$1,000,000 in liability insurance coverage for activities. If you do not have general liability insurance, or are unsure where to purchase it, PWCS has enrolled in a program, which allows you, the “user” of a school, or other School Board property, to secure cost-effective liability insurance that 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.

Prince William County Public Schools is a registered user of the TULIP program through the National League of Cities (NLC), and HUB International New England via Entertainment Brokers International.

Our assigned unique Entity ID-Code is: 4750-281

HOW IT WORKS:

1. Log onto www.onebeaconentertainment.com ... then click on “TULIP (Purchase OR Quote)”
2. Enter the venue’s Entity 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 that follow.
5. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled 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. If you experience technical difficulties, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30AM – 5:00PM PST).



National League of Cities

