

## TULIP Program Refund

### How to Cancel Your Event Insurance:

Coverage purchased via the TULIP website is fully refundable if the following conditions are met:

1. The insured event did not occur.
2. Notification was given to us prior to the effective date of coverage. Please be advised that coverage begins at 12:01 am on said effective date.

**We will not cancel coverage or refund any premium once the coverage becomes effective.**

In order to cancel your certificate, you will need:

1. The order number from your receipt.
2. The last 4 digits of the credit card used for purchase.
3. The effective date of your certificate must be later than the current date.
4. Your purchase must have occurred within 60 days of the current date.

### To cancel coverage and receive a refund:

Proceed to the TULIP website  
<https://app.gatherguard.com/>

1. Scroll to the bottom of the page.
2. Click on "Cancel Your Insurance".



**Call 1-800-507-8414 with any questions.**

## TULIP:

### Tenant User Liability Insurance Program

## Insurance Policy for Users of Municipal Facilities Covering Special Events

### YOUR MUNICIPAL VENUE ID CODE:

Birch Grove Park	4990 093
Veterans Park	4990 092
Otto Bruyns Library	4990 094



## Tenant User Liability Insurance Policy

- ◆ TULIP is a low cost liability insurance policy that protects both the “Tenant User” and the municipality.
- ◆ A “Tenant User” is any outside party using local government facilities.
- ◆ The policy applies to bodily injury or property damage arising out of the use of the local government’s premises by Tenant Users.
- ◆ Premium costs are paid by the Tenant User through a special website via credit card.
- ◆ Premium costs are based on the nature of the event, the number of event days, the number of participants, the level of risk and any special requirements.
- ◆ Coverage can be cancelled by the user. (See back for details.)

**Coverage Limits of \$1 million are provided for bodily injury and property damage and cover both the “Tenant User” and the municipality.**



## How to Obtain The Policy

**Log on to:**

**For Birch Grove Park**

<https://app.gatherguard.com/?v=4990-093>

**For Veterans Park**

<https://app.gatherguard.com/?v=4990-092>

**For Otto Bruyns Library**

<https://app.gatherguard.com/?v=4990-094>

Venue ID Codes are:

Birch Grove Park 4990-093, Veterans Park 4990-092, and for Otto Bruyns Library 4990-094

- ◆ Provide event details and date for event
- ◆ Review quote for policy
- ◆ Enter your contact information
- ◆ Review and confirm entered information
- ◆ Print confirmation
- ◆ Review Summary of Coverage
- ◆ Enter billing information (credit card or e-check)



You will receive an e-mail with a Certificate of Insurance and Binder displaying coverage for your event.

**Call 1-800-507-8414 with any questions.**

**If for any reason you need to cancel coverage prior to the date of your event follow the instructions on the back of this brochure.**

