

# National Tenant User Liability Program

## Tenant Users Liability Insurance Policy (TULIP)

### Website Instruction

If you have questions or are having trouble accessing the website, please call 1-800-507-8414

Note: You may view TULIP fees by obtaining a quote, with no obligation to purchase.

To access the TULIP program, please visit <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>

1. Step 1 asks you to select your facility (the location your event will be taking place). Enter the actual facility code:

**DENVER PARKS AND RECREATION (park rental, recreation center rental, other Parks rental) = 1879-001**

The screenshot shows the TULIP Program website interface. At the top, there are logos for TULIP (Tenant Users Liability Insurance Policy) and specialty advantage INSURANCE SERVICES. Below the logos, there is a navigation bar with six steps: Step 1 Confirm Venue, Step 2 Event Details, Step 3 Get Quote, Step 4 Confirm, Step 5 Summary, and Step 6 Make Payment. A phone icon with the number 800.507.8414 and hours 8:30 a.m. - 5 p.m. PT Monday through Friday is visible. A warning message states: "Do not use your browser's 'Back' button during this process or information you entered may be lost." The main heading is "1 Confirm Your Venue". Below this, there is a form with the text "Enter your Venue ID Code: [ ] - [ ] Or search below". Below that, it says "Or search for your Venue:" followed by a search input field labeled "Enter venue name" and a "Search" button. A callout box with a black border and white background points to the Venue ID Code field, containing the text "Enter Facility ID 1879-001 Here".

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

3. When you have selected the correct location, you are ready to follow the steps 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 lists to select again.

**IMPORTANT!** When you are asked for the name of your event, include the name of the park, recreation center or other facility you are renting in the name. If you have a permit number, please include that, as well.

Examples:

Jane Smith Wedding at City Park Pavilion

John Smith Family Picnic at City Park Permit Number XXXX

4. Once coverage has been purchased, a certificate of insurance will be e-mailed to you. Please print and provide a copy to the Denver Parks Permit office.

If you have questions or are having trouble accessing the website, please call 1-800-507-8414