

CIRMA

Tenant User Liability Insurance Program

How-To Guide

The Town of East Hartford and East Hartford BOE has enrolled in a program which allows you, the “user” of a municipal facility, school, or other local government 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.

CIRMA is a registered user of the TULIP program through your pool, the National League of Cities (NLC), and HUB International New England via Entertainment Brokers International. Their assigned unique Entity ID-Code is **0501-087**

How it works:

1. Log on to www.ebi-ins.com/tulip
2. In the center right of the page click on [Purchase or Quote](#)
3. Enter the Entity ID-Code listed above OR Type in the name of your town in the search box and click GO. Select your town from the pulldown
4. Click Next and Select the Type of “Event” or: “Activity” from the drop down window, e.g. wedding or festival.
5. Answer the questions that follow such as:
 - Have you held this event before?
 - If yes, were there any losses or claims?
 - Will there be armed private security at this event or activity? (Off duty police not included)
 - Will you require Liquor Liability
 - Number of Attendees
6. There are additional questions if there are going to be vendors at the event.
7. 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).
8. Click Get quote which will bring you to the next page.
9. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
10. 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 experience technical difficulties or have questions about the eligibility or classification of your event, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30AM – 5:00PM PST).