**Municipal Association
of South Carolina
Risk Management Services**

Presents the Tenant User Liability Insurance Program
How-To Guide

Your local government 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 is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

City of Hartsville is a registered user of the TULIP program through your pool, the National League of Cities, and HUB International New England via Entertainment Brokers International. Their assigned unique Entity ID-Code is: 0501-668.

How it works:

1. Log on to **http://www.onebeaconentertainment.com/**

2. Enter the Entity ID-Code listed above or use the entity drop down menu

3. Select the type of "Event" or: "Activity" from the drop down window, e.g. wedding or festival.

4. Answer the questions that follow such as:

Have you held this event before?	☐	Yes	☐	No
If yes, were there any losses or claims?	☐	Yes	☐	No
Will there be armed private security at	☐	Yes	☐	No
this event or activity? (Off duty police not included)				

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. At this point you are able to receive a quick quote by clicking on:

    Get your premium now with   *Quick Quote*

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

8. 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 (8:30 a.m. – 5:00 p.m. PST)