




# Tenant User Liability Program How-To Guide

Your community has enrolled in a program which allows you the "User" of a municipal facility to secure cost effective liability insurance that provides protections for you as well as your Municipality. Tenant User Liability Program (TULIP) is a General Liability Policy written in the name of the tenants and the users of the public facility or venue.

The **Town of Stonington** is a registered user of the TULIP program through *HUB International New England* and *Entertainment Brokers International*. Their assigned unique Entity ID-Code is: **0419-042**.

## How it works:

1. Go to the [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)
2. Enter the Entity ID-Code listed above.
3. Select the Type of "Event" or "Activity" from the drop down window.
4. Answer questions
  - 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 this event or activity? (Off duty police not included)  Yes  No
5. Select the Event date or dates on the calendar. If the event takes place on numerous dates such as monthly meetings, select the anticipated date of each meeting on the calendar for that year.
6. At this point you are able to receive a quick quote by selecting the:  

Get your premium now with **Quick Quote**   
Click Here
7. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is bound.
8. A Certificate of Insurance is issued in your Name or Organizations Name with a Certificate automatically sent to your Municipality.

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)



HUB International New England, LLC



Maine Municipal  
Association  
Risk Management Services