

# Event Insurance Online Purchase

## Instructions



### Procedure:

Snohomish County Parks requires that all room rental events that serve alcohol obtain liquor insurance and a Banquet Permit (through the WA State). Following are instructions for purchasing liquor event insurance (online) that meet Snohomish County requirements.

Failure to provide required insurance and banquet permit will result in denial of alcohol on premises, and possible termination of reservation without refund.

### Instructions:

1. Enter the following URL address in your internet browser:  
<https://www.onebeaconentertainment.com/OneBeaconEntertainment/pages/products/tulip.page> (you will be routed to OneBeacon Entertainment).
2. Click on “**Purchase or Quote**” box under TULIP – Event Insurance
3. Enter the Venue ID code (identifies the facility)
  - a) First box: **0495**
  - b) Second box: **003** (for Willis Tucker)
  - c) <NEXT>
4. Enter event details (determines eligibility and rate for your event). Answers should reflect information provided to Parks/on rental permit.
  - d) From the pull-down menu, select the type of event you are hosting
  - e) Answer the remaining questions by clicking on the applicable buttons
  - f) Click on calendar date(s) your event takes place. If wrong date is selected, click a second time to remove. If 1-day event extends beyond midnight, do not select following day.
  - g) Enter the name of your event
  - h) If your event is **selling** alcohol, ***you must*** select Liquor Liability. Note, you must be pre-approved by Snohomish County Parks to sell alcohol.
  - i) Enter estimated attendance (price goes up over 100)
5. Select “Get Quote” to verify amount due
6. Enter Insured/Contact information and submit
7. Verify information for accuracy
8. View contract and check “I agree...” box
9. Verify charges summary and continue to payment
10. Enter credit card info and Continue
11. You will receive an Order Number (confirmation). A certificate will be automatically e-mailed to the address you entered in the Contact Information in Step 3.
12. Forward the certificate to: [Contact.Parks@snoco.org](mailto:Contact.Parks@snoco.org)

# Event Insurance Refund

## Instructions

Coverage purchased via this web site is **fully** refundable if the following conditions are met:

It is not less than 24 hrs of the insured event's effective date of coverage. Please be advised that coverage begins at Eastern Time Zone.

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

To cancel, go to the same link for purchasing and select "Cancel and existing TULIP policy. Then complete the requested information. You will need to know the following:

1. The order number from your receipt.
2. The last 4 digits of the credit card used to make the 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.

If you have problems cancelling your certificate, please call 1-800-507-8414 for immediate assistance (business hours only)

Entertainment Brokers International reserves the right to modify this Refund Policy at its discretion. Any such revision or change will be binding and effective immediately after posting of the revised Refund Policy on Entertainment Brokers International's Web site. You agree to periodically review our Web site, including the current version of our Refund Policy. Our refund policy is made available on our Web site. It is your obligation to review our refund policy for any such revisions.