

Washington Cities Insurance Authority - Tenant User Liability Insurance Program

Instructions for obtaining a quote and/or insurance online are as follows:

1. Access the site at www.onebeaconentertainment.com
2. Under the **"Tulip - Event Insurance"** heading on the right side of the page, click the shaded box labeled **"Purchase or Quote"**.
3. In **"Step 1- Confirm Your Venue"**, under **"Or search for your venue"**, enter 'Mount Vernon' in the drop down box and click **"Go"**.
4. In the drop down box that appears, find the location of your rental. (Note: all Mount Vernon locations begin with "Washington Cities Insurance Authority"; for example: Washington Cities Insurance Authority - MOUNT VERNON-Hillcrest Lodge - P.O. Box 809).
5. Click the shaded box labeled **"Next"** in the bottom right corner of the page.
6. In **"Step 2- Enter Your Event Details"** select your event type from the drop down box; for example: Weddings and Wedding Receptions.
***If your event is not listed in the drop down list of activities, please click the link labeled "view the list" to see if your event is considered ineligible for insurance coverage through this program.*
7. Answer the 4 following questions regarding your event by clicking the circle next to the appropriate answer, either Yes or No.
8. Once all 4 questions have been answered, you will be asked to select a date range for your event. Do so by clicking on the date of your event. If your event is a one day event, click only that date.
9. Enter the name of your event; for example: John & Jennifer's Wedding.
10. **"Do you require liquor liability coverage?"** -If you are *providing* alcohol to your guests at no charge, the coverage required for your event is included in the coverage you are purchasing and you can answer NO. If you are *selling* alcohol to your guests, liquor liability coverage is needed and you must answer YES.
11. Enter the number of guests invited to your private event. If the event is open to the public, enter the number of anticipated guests. (Please keep in mind all City venues do have a maximum capacity per the City's Fire Code)
12. Answer the 4 questions pertaining to concessionaires, exhibitors, and attractions that may be present at your event.
13. Click the shaded **"Get Quote"** box in the bottom right corner of the page.
14. The insurance price quote for your event will appear in **"Step 3- Premium Quote and Contact Information"**. If you decide not to purchase insurance through this program, simply close out of the web site. If you decide to purchase your insurance through this program you must enter the Tenant User Information and enter the Insurance Contact Information.
15. Click the shaded **"Next"** button in the bottom right corner of the page.
16. **"Step 4- Review and Confirm Information"**
17. If all information is correct, click the boxes in agreement next to the 2 statements at the bottom of the page.
18. Click the shaded **"Complete"** button in the bottom right corner of the page.
19. **"Step 5- Summary"** for your review.
20. Click the shaded **"Purchase Coverage"** button in the bottom right corner of the page.
21. Complete the appropriate payment information section and click the **"Submit Payment"** button at the bottom of the page. (Note: you may purchase coverage with VISA, MasterCard, American Express, Discover, or you may use a checking account with a valid Driver's License)
22. Upon receipt of payment, all necessary documentation will be emailed directly to you, as well as, to our Department. While it is not necessary to bring a copy of the insurance document to our office, it will be a good idea to have a copy with you on site during your event.

If you have any questions please call Mount Vernon Parks and Recreation at (360) 336-6215