

CIRMA

Tenant User Liability Insurance Program

How-To Guide

The **Town of Fairfield and Fairfield Board of Education** 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 Intact Insurance.

How it works:

1. Log on to <https://app.gatherguard.com/>
2. Select your Event Type
3. Answer all questions that follow such as:
 - a. Have you held this event before?
 - b. If yes, were there any losses or claims?
 - c. Will there be armed private security at this event or activity? (Off duty police not included)
4. Enter the Venue ID Code
 - a. Jacky Durrell Pavilion 0501-981
 - a. Penfield Pavilion 0501-979
 - a. Burr Mansion 0501-980
5. Answer all questions that follow such as:
 - a. Name, Frequency, Date, Estimated number of attendees
 - b. Performers, Vendors, Exhibitors
6. Checkout
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 *Intact Insurance* at 1-800-507-8414 (8:30AM – 5:00PM PST).