



Special Event Permit Checklist

City of Mound
2415 Wilshire Boulevard
Mound, MN 55364
952-472-0603

Date Received: _____
Received by: _____

Objective: To ensure the health, safety and welfare of the community.

QUICK TEST: DOES YOUR EVENT REQUIRE A SPECIAL EVENT PERMIT?

If you are having an event that has less than 300 people, on private property without music, no fireworks, no off-site parking, no charge for liquor and event does not involve any of the items listed near the top of page 2 of this application, a special events permit may not be required.

The Special Event Check List should be submitted at least 45 days prior to the event.

DISCLAIMER

Some or all of the information that you are asked to provide on the application is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intent is to use the information to determine your qualification for the permit(s) or license(s) requested. If you refuse to supply the information, permit(s) or license(s) may not be issued.

Applicant Information

Name: _____
Address: _____
City, State, Zip: _____
Day Phone: _____ Cell Phone: _____
Email: _____
Organization (if applicable): _____
Address: _____ City, State, Zip: _____

Event Details:

Name of Event: _____
Location: _____
Date(s): _____
Hours(s): _____
Applicant Phone # on Event Day: _____
Description of Event: _____

_____ Use additional paper, if necessary.

Size of Gathering

- _____ Gathering, or projected gathering, of under 100 persons at one time and at a single location.
- _____ Gathering, or projected gathering, of 100-200 persons at one time and at a single location.
- _____ Gathering, or projected gathering, of more than 300 persons at one time and at a single location

Type of Special Event (check or answer all that apply)

_____ Public Event on Public Property? _____ Private Event on Public Property? _____ Private Event on Private Property?

_____ Will you have a tent? _____ Will your have tent sides? _____ Will you have tent heaters? _____ Size of tent

Indicate possible activities/attractions/components:

- | | |
|--------------------------------|--|
| _____ Block Party | _____ Road Closing |
| _____ Carnival | _____ Circus |
| _____ Petting Zoo | _____ Fishing Contest |
| _____ Political Rally/Event | _____ Church/Religious Event |
| _____ Live Music | _____ Theatrical Performance or Event |
| _____ Parade | _____ Boat Show |
| _____ Fireworks | _____ Car Show |
| _____ Wedding | _____ Marathon |
| _____ Beer Garden | _____ Other Athletic Contest (type: _____) |
| _____ Inflatable Jumping Toy | _____ Dunk Tank |
| _____ Others, not listed _____ | |

PUBLIC LOCATIONS

Location: _____

Approximately how many people are expected at event? _____

Is the event private? Yes No

Is this event open to the public? Yes No

Diagram and label site plan for event parking, music, attractions, tents, sanitary facilities, garbage containment, all possible other amenities/activities

Submitted? Yes No

Will you post event signage or banners? Yes No

Will any special services be required from the Police Department or other city department? Yes No

List needed public services – **fees for service may apply**

Police/Reserves for safety, street crossing, traffic control, alcohol containment? (circle needs)

Public Works for cones, barricades, generator, garbage, street cleaning? (circle needs)

Submitted? Yes No

PRIVATE LOCATIONS

Location: _____

Approximately how many people are expected at event? _____

Diagram and label site plan for event parking, music, attractions, tents, sanitary facilities, garbage containment, all possible other amenities/activities

Submitted? Yes No

Will you post event signage or banners? Yes No

Will any special services be required from the Police Department or other city department? Yes No

Diagram and label event layout and list needed public services – **fees for service may apply**

Police/Reserves for safety, street crossing, traffic control, alcohol containment? (circle needs)

Public Works for cones, barricades, generator, garbage, street cleaning? (circle needs)

Submitted? Yes No

PARKING

Approximately how many vehicles are expected? _____

On-Site Parking: How many vehicles could be parked on the property? _____

Off-Site Parking: How many vehicles would need to be parked off the property? _____

Include on master diagram and label on-site and off-site parking

Submitted?

Yes No

Describe method(s) of transporting guests/participants of event from off-site parking: _____

Will your parking have an impact on emergency response or site access?

Yes No

Written permission for parking attained from private property or business owner(s)

Submitted?

Yes No

Do you have a designated responsible person to direct vehicles as to where/how to park? Yes No

LIVE MUSIC

Will there be live music? Yes No

Will there be amplified music? Yes No

What are proposed days/hours for music to be played? _____

Include and label on master diagram location of music, direction of speakers and adjoining properties

Submitted?

Yes No

LIQUOR

Will liquor be served? Yes No

If liquor is served, will there be a charge? Yes No

Is liquor included in the price of a ticket to attend the event? Yes No

Provide completed applications for liquor sales

Submitted?

Yes No

Provide proof of insurance

Submitted?

Yes No

FIREWORKS

Will there be fireworks at your event? Yes No

Include diagram and label proposed display of fireworks, with surrounding properties

Submitted?

Yes No

Provide proof of insurance

Submitted?

Yes No

VENDORS AND/OR ATTRACTIONS

Will vendors sell food or other products? Yes No

Provide copy of permit required from Hennepin County Health Department

Submitted?

Yes No

Will you have any other attractions? (i.e., petting zoo, carnival, etc.) Yes No

Include on master diagram and label proposed attractions

Submitted?

Yes No

SANITATION

Are there indoor bathrooms available to the event? Yes No

Will you provide portable bathrooms? How many? _____ Yes No

Will you provide handicapped bathrooms? How many? _____ Yes No

Include on master diagram and label location of bathrooms

Submitted?

Yes No

INSURANCE

Will there be insurance coverage for the event?

Yes No

Provide Certificate of Liability Insurance, with coverage levels

Submitted?

Yes No

SEVERE WEATHER AND EMERGENCY RESPONSE PLAN

For Large events: Do you have a basic Emergency Response Plan?

Yes No

Do you know where crowds will congregate during severe weather?

Yes No

Provide a Severe Weather/Emergency Response Plan, with shelter locations labeled

Submitted?

Yes No

POSSIBLE LICENSES AND PERMITS (if applicable)

_____ Department of Natural Resources (DNR)

_____ Lake Minnetonka Conservation District (LMCD)

_____ Hennepin County Sheriff's Water Patrol

_____ Three Rivers Park District

_____ Hennepin County Health Department

_____ Fire Department/Fire Marshal

_____ Fireworks

_____ Peddler, Solicitor or Transient Merchant

_____ Temporary Sign/Banner

_____ Gambling

_____ Raffle

_____ Vendor License

_____ Live Music/Dance

_____ Other (type _____)

_____ Temporary Liquor License (State and Local) - Any time alcohol is served or sold to the general public, or if alcohol is sold at a private party/event—even if included in ticket price. May only be issued to a club, charitable, religious, or non-profit organization, or political committee registered under state law.

SUBMITTALS

Please give consideration to the following list of documents that may be required prior approval:

_____ Proposed parade or race route

_____ Master site plan identifying buildings, driveways, streets, parking locations, tents/temporary structures (include size), sanitary facilities, garbage containment areas, music and direction of speakers, attractions, vendor locations, any cordoned-off area(s) for the event, neighboring properties and any other possible uses

_____ On-site and off-site Parking Plans, including Shuttle Bus Plan, with diagram attached

_____ Written permission for parking attained from private property or business owner(s)

_____ Letter of approval with signature of the owner of the property on which the special event is to be held

_____ Approval of Home Owners Association, if event affects the private property where one has been established

_____ Proof of written notice to all property owners within 350' of the location on which a special event is to be held at least 10 days prior to the event, including date, time and location of the event (see form below)

_____ List of all public services or supplies required from Police, Public Works, Parks

_____ Completed applications for liquor sales, with proof of Dram Shop insurance

_____ Diagram of fireworks set-up with surrounding properties, with proof of insurance

_____ Food vendor locations and copy of permit from Hennepin County Health Department

_____ Certificate of Liability Insurance with coverage levels

_____ Severe Weather/Emergency Response Plan, with shelter locations

_____ Proof of possession of any license or permit which, under federal, state or local laws or regulations, the applicant is required to have in order to conduct event or activity, or which, under any such law or regulation, would exempt the applicant from the licensing requirements of the City of Mound

Applicant Release and Indemnification:

I am aware of all applicable State and other laws regarding parades and special events and will abide by the same. IN CONSIDERATION of being allowed to conduct the above-described event, the undersigned hereby releases, waives, discharges, and covenants not to sue the City of Mound or the City of Orono Police Department, the cities' elected officials, employees, volunteers, or agents ("Releasees") for injuries, death, or damages caused by the negligence of Releasees as a result of conducting or participating in the above-described event. The undersigned further agrees to protect, indemnify, and hold harmless Releasees from any and all damages, liability, and costs, including attorney's fees, for injuries, death, or damages caused by the negligence of Releasees. This Release and Indemnification does not apply to intentional, willful, or wanton acts by Releasees.

The applicant shall pay a service charge for the governmental services provided to support the event. The city may, as a condition of approval of the permit, require that the applicant deposit money with the City in a sum equal to the estimated service charge to be incurred by the City. Service charges may include all City staff time or City consultant time necessary. The City may certify to the County Auditor any unpaid service charges which shall be collected together with property taxes levied against the property.

Signature

Date

NEIGHBOR NOTIFICATION -- Permit holder may be required to provide the information below to the property owners within 350 feet of the location of the special event. The phone number must be for a live person who can resolve any conflicts during the event. A copy of the notification letter should be submitted.

SAMPLE

Neighbor Notification of Special Event

Today's Date:

Application has been made to the City of Mound for the following special event for which permits have been received:

Type of Event:

Location:

Date(s):

Hours:

Brief Description:

If you have any questions, please contact:

Event Coordinator:

Address:

City, State, Zip:

Phone Number during Event:

Or prior to the event:

City Manager Eric Hoversten
2415 Wilshire Boulevard
Mound, MN 55364
952-472-0609

Orono Police Chief Correy Farniok
2730 Kelly Parkway
Orono, MN 55356
763-525-6210

Mound Fire Chief Greg Pederson
2415 Wilshire Boulevard
Mound, MN 55364
952-472-3533

Alternate: Mound Comm. Dev Director
Sarah Smith
2415 Wilshire Boulevard
Mound, MN 55364
952-472-0604

Updated: April 16, 2018

City of Mound and Public Agency Information - Special Events Checklist

Community Development Director Sarah Smith

2415 Wilshire Boulevard
Mound, MN 55364
952-472-0604
sarahsmith@cityofmound.com

Police Chief Correy Farniok

2730 Kelly Parkway
Orono, MN 55356
763-525-6210
cfarniok@ci.orono.mn.us

City Manager-Director of Public Works Eric Hoversten

2415 Wilshire Boulevard
Mound, MN 55364
952-472-0609
erichoversten@cityofmound.com

Fire Chief Greg Pederson

2415 Wilshire Boulevard
Mound, MN 55364
952-472-3533
gpederson@moundfire.com

Public Works Supt Ray Hanson

2415 Wilshire Boulevard
Mound, MN 55364
952-472-0614
rayhanson@cityofmound.com

Director of Finance Catherine Pausche

2415 Wilshire Boulevard
Mound, MN 55364
952-472-0633
catherinepausche@cityofmound.com

Ridgeview Ambulance

Darel Radde darel.radde@ridgeviewmedical.org

(Road closures affecting emergency vehicles)

Metro Transit

David Hanson
Manager of Street Operations Minneapolis, MN
Telephone: 612-349-7460
Cell: 651-491-8502
Email: david.hanson@metrotransit.org
jay.russell@metrotransit.org
demetairs.bell@metrotransit.org

(Road closures affecting bus routes)

Hennepin County Sheriff's Department Water Patrol

Office Specialist III
Sheriff's Office – Water Patrol Unit
4141 Shoreline Drive, Spring Park MN 55384
Telephone: 612-596-9871
Fax: 952-471-1311
Email: Tina.Miranda@hennepin.us

(Events on Lakes)

Hennepin County Transportation Department

Jason Gottfried
Hennepin County DOT
1600 Prairie Dr.
Medina, MN 55340
Telephone: 612-596-0394
Email: jason.gottfried@hennepin.us

(Use of County Roads)

Hennepin County Transportation Department

Michael Olmstead
Hennepin County DOT
1600 Prairie Dr.
Medina, MN 55340
Telephone: 612-221-7162
Email: michael.olmstead@hennepin.us

(Use of County Roads)

Hennepin County Epidemiology and Environmental Health

Twila Singh
1011 South First Street
Suite 215
Hopkins, MN 55343
Telephone: 612-543-5204
Email: twila.singh@hennepin.us

(Food / Beverage Permitting)

Three Rivers Park District Administrative Center

Danny McCullough
3000 Xenium Lane North
Plymouth, MN 55441
Website: threeriverspark.org
Telephone: 763-559-6746
Email: DMcCullough@threeriversparkdistrict.org

(Use of Dakota Trail)

Lake Minnetonka Conservation District

Vicki Schleuning, Executive Director
Centennial Building
5341 Maywood Road, Suite 200 (Lower Level)
Mound, MN 55364
Telephone: (952)745-0789
Fax: (952)745-9085
Website: lmcd.org
Email: vschleuning@lmcd.org

(Events on Lake Minnetonka)

Westonka Community Education and Services

Joel Dahl, Director
Westonka Public Schools
5901 Sunnyfield Road East
Minnetrista, MN 55364
Telephone: 952.491.8040
Email: jdahl@westonka.k12.mn.us

(Use of Ballfields)

**CITY OF MOUND
2415 WILSHIRE BLVD.
MOUND, MINNESOTA 55364**

PUBLIC GATHERING PERMIT

Use of a public park, streets or rights of way by any group consisting of **15 or more individuals**.

Use is not to interfere with traffic and general use of the public lands or to be beyond the ability of the police in maintaining order.

NO LIQUOR OR BEER MAY BE USED IN ANY OF THE CITY PARKS OR BUILDINGS.

Group is to remove all litter and trash and provide a deposit to insure cleaning up of the public lands.

Category I Locations (Surfside Park, Greenway, Centerview and Parking Deck)

PERMIT FEE: \$300/DAY _____ DAMAGE DEPOSIT: \$500/DAY* _____

Category II Locations: Other parks (neighborhoods, veterans parks)

PERMIT FEE: \$50/DAY _____ DAMAGE DEPOSIT: \$200/DAY* _____

A certificate of insurance naming the City of Mound as Certificate Holder/Additional Insured is required with respect to the City's ownership of the public lands.

Date(s) of Use _____

Area to be Used _____

Time Frame _____

Intended Use _____

Expected Attendance _____

Organization _____

Representative's Name _____

Address _____

Telephone No. Daytime: _____ Work: _____

E-Mail: _____

<u>Departmental Approval</u>	
_____ City Clerk	_____ Police Dept.
_____ Public Works Dept.	_____ Fire Dept.

_____ \$50/event (only if no Public Gathering Permit Issued)

_____ Date(s) of Musical Concert

_____ LICENSE #

**CITY OF MOUND
2415 WILSHIRE BLVD.
MOUND, MINNESOTA 55364**

MUSICAL CONCERT PERMIT APPLICATION

(Including, but not limited to, live music, music provided by a disc jockey, and/or any type of amplified music)

EVENT: _____

LOCATION OF MUSICAL CONCERT: _____

TYPE OF MUSICAL CONCERT: _____

TIME PERIOD OF MUSICAL CONCERT _____
(HOURS PERMITTED: Mon - Sun: 7:00 am - 10:00 pm)

REQUESTED EXTENSION OF HOURS: _____
(Council approval must be received to conduct a musical concert after 10:00 pm)

APPLICANT: _____ CONTACT: _____

ADDRESS: _____ ADDRESS: _____

E-MAIL _____

HOME PHONE #: _____ WORK PHONE #: _____

Date

Applicant's Signature

A certificate of insurance naming the City of Mound as Certificate Holder/Additional Insured is required with respect to the City's ownership of the public lands, if applicable.

Department Review

Approved Denied

Police Dept. _____

Adm. _____

Fire Dept. _____

MOUND FIRE DEPARTMENT

TENTS, CANOPIES, & OTHER MEMBRANE STRUCTURES

Minnesota State Fire Code 2015 - Section 2401.1 Scope: Tents, canopies and membrane structures shall comply with the fire code and this chapter. The provisions of Section 2403 are applicable only to temporary membrane structures. The provisions of Section 2404 are applicable to both temporary and permanent membrane structures.

INSPECTION CHECKLIST

- Section 2403.2: Permit and approval required:** Tents and membrane structures having an area in excess of 200 sq ft and canopies in excess of 400 sq ft shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from fire code official.

Exceptions: 1. Tents used for recreational camping; 2. Fabric canopies open on all sides which comply with: 2.1 Individual canopies having a maximum size of 700 sq ft; 2.2 The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 ft, not exceeding 700 sq ft total; 2.3 A minimum clearance of 12 ft to all structures and other tents.

- Section 2403.8.2: Location:** Tents, canopies or membrane structures shall not be located within 20 ft of lot lines, building, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.
- Section 2403.12: Means of egress:** Means of egress for temporary tents, canopies and membrane structures shall be in accordance with sections 2403.12.1 through 2403.12.8.
 - **2403.12.1 Distribution:** Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structures, and shall be located such that all points are 100 ft or less from an exit.
 - **2403.12.2 Number:** Tents, canopies or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required by code.
 - **2403.12.3 Exit openings from tents:** Exit openings from tents shall remain open unless covered by a flame-resistant curtain.
 - **2403.12.4. Doors:** Exit doors shall swing in the direction of exit travel.
 - **2403.12.5 Aisle:** The width of aisles without fixed seating shall be in accordance with the fire code.
 - **2403.12.6 Exit signs:** Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
 - **2403.12.6.1 Exit sign illumination:** Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires.
 - **2401.12.7 Means of egress illumination:** Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied.

- **Section 2404.2 Flame propagation performance treatment:** Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents; canopies and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings shall be composed of material meeting the flame propagation performance criteria of NFPA 701, or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701.
- **2404.5 Combustible materials:** Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing assembly occupancy.
- **2404.6 Smoking:** Smoking shall not be permitted in tents, canopies or membrane structures.
- **2404.7 Open or exposed flame:** Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 ft of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.
- **2404.8 Fireworks:** Fireworks shall not be used within 100 ft of tents, canopies or membrane structures.
- **2404.11 Clearance:** There shall be a minimum clearance of at least 3 ft between the fabric envelope and all contents located inside the tent or membrane structure.
- **2404.12 Portable fire extinguishers:** Portable fire extinguishers shall be provided as required by fire code.
- **2404.14 Occupant load factors:** The occupant load allowed in an assembly structure, or portion thereof, shall be determined in accordance with Chapter 10 of the Minnesota State Fire Code.
 - **1004.3 Posting of occupant load:** Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent.
- **2404.15 Heating and cooking equipment:** Heating and cooking equipment shall be in accordance with Sections 2405.15.1 through 2404.15.7 of the fire code. **2404.15.3 Location:** Cooking and heating equipment shall not be located within 10 ft of exits or combustible materials.
- **2404.16.2 Location of containers:** LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure. **2402.17.1 Use:** Flammable-liquid-fueled equipment shall not be used in tents, canopies or membrane structures.
- **2404.20 Standby personnel:** When, in the opinion of the fire code official, it is essential for public safety in a tent, canopy or membrane structure used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall employ one or more qualified persons, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.



MOUND FIRE DEPARTMENT
 2415 Wilshire Blvd
 Mound, MN 55364
 Phone: (952) 472-3555 Fax: (952) 472-3775

TOTAL AMOUNT DUE: \$ _____

APPLICATION FOR PERMITS SUBJECT TO FIRE INSPECTIONS

CHECK BOX OF PERMIT(S) APPLYING FOR:

- | | |
|--|--|
| <input type="checkbox"/> Tent, Canopies & Membrane Structures used for Retail or Special Event (Fee - \$25) ** | <input type="checkbox"/> Bon Fire for Special Event (Fee - \$25) |
| <input type="checkbox"/> Temporary Heating and/or LP Usage (Fee - \$25) | <input type="checkbox"/> Open Flame or Candles in Assembly Area (Fee - \$25) |
| | <input type="checkbox"/> Temporary Assembly or Occupancy (Fee - \$25) |

Fire Inspection Check List available for the above permits:

<u>APPLICANT INFORMATION</u>
Applicant or Business Name: _____
Address: _____
Contact Person(s): _____
Home No: _____ Work No: _____ Email: _____

<u>EVENT INFORMATION</u>
Event Date(s): _____ Start Time: _____ End Time: _____
Event Location: _____
Area to be used: _____ Est. Attendance: _____
Day of Event Contact Person: _____ Cell No: _____

The following information must accompany the permit application form when applying for an operational permit:

****FOR TENT PERMIT, APPLICANT MUST PROVIDE THE FOLLOWING:**

- Type of Structure: _____ Size of Structure: _____
 Does the structure have enclosed sides: Yes _____ No _____
 Proof of flame-resistant treatment of your tent or membrane structure per NFPA 701.

The permit is effective for the above date(s). For questions regarding Fire Permits, call 952-472-3555.

The undersigned hereby agrees that all information on this application is true and correct, and that they shall comply with all applicable city ordinances, state and federal rules, and the rulings of the Mound Fire Code Official.

Applicants Signature: _____ Date: _____

Approved By: _____ Title: _____ Date: _____

Suggested Policy Limits for Miscellaneous Business Permits

The City of Mound requires proof of insurance from organizations requesting a Public Gathering Permit, Canvassing, and/or Transient Merchant/Solicitor's permit. This can be in the form of Special Event Coverage or a General Liability Policy. A certificate of insurance naming the City of Mound as additional insured is also required.

General Liability:

\$1,000,000	Each Occurrence
\$1,000,000	Personal Injury/Advertising Injury
\$2,000,000	Products/Completed Operations Aggregate
\$2,000,000	Annual Aggregate
\$100,000	Damage to Rented Premises
\$5,000	Medical Payments (optional)

Suggested Certificate Wording:

Renting City's Premises/Public Gathering - "The City of Mound" is added as an Additional Insured and Loss Payee with respect to their interest as owner of **Surfside Park and Beach (Bartlett Boulevard, Mound, MN)**.

Canvassing, Transient Merchant or Solicitor's Permit - "The City of Mound" is added as an Additional Insured as licensing authority for a _____ permit.

Protect yourself from claims for injuries or property damage during your event

Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at:

www.onebeaconentertainment.com.

Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, including things such as:

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

How do I get more information about TULIP?

Visit or contact Susan Kludjian at www.onebeaconentertainment.com or (978) 661-6662; or Christine Mitchell at (978) 661-6857.

Get a Quote or Purchase TULIP coverage:

Step 1:

Visit www.onebeaconentertainment.com. Click on PURCHASE OR QUOTE on the right side of screen.

Step 2:

Enter...Facility/Venue ID Code

 -

Don't have a code? Enter your city's name in the search box, then select your state and city from the drop-down list (this information will be preceded by "National League of Cities").

Step 3:

Describe event or activity

Select from drop-down menu. Click next.

Step 4:

Get your quote

Answer some basic questions and enter your contact and billing information.

Step 5:

Purchase when ready

A credit card is required.

**Protect yourself
and your guests
with TULIP coverage**

* Exclusions apply if known attendance is greater than 5,000 people prior to the event.