

Insurance Procedure for Use of City of San Antonio Venues

Thank you for your interest in utilizing a City of San Antonio venue for your event. The City requires you to carry General Liability Insurance in the amount of \$1,000,000 per occurrence, and \$2,000,000 general aggregate. The City of San Antonio must also be named as an additional insured on your policy.

For your convenience, we offer the following options for obtaining this coverage. The City maintains a policy of Tenant/User Liability Insurance Program (TULIP), from which you may obtain coverage for your event. To use this on-line system, follow these steps:

1. Go to <http://www.ebi-ins.com/e/tulip/> and click on the "Purchase or Quote" button on the right hand side.
2. Enter **3848-000** as the "Confirm your venue ID code."
3. Fill out all the fields as completely as possible, and the system will generate a quote for the price of the insurance.
4. If you wish to purchase the coverage, fill out the remainder of the entries, and pay for the insurance via credit card, debit card, pre-paid credit card or electronic check.

Your certificate of insurance will be provided at the end of the process. Please print a copy for your records, and **email a copy to the City contact who has arranged the lease of the venue.**

As an alternative to purchasing the TULIP coverage, we have discovered two on-line, commercial providers that you might want to try. Both of these are relatively easy to use, and you may find less expensive coverage this way. The first of these is called **The Event Helper**. The link to check out this provider is <http://theeventhelper.com/>. The other option you might want to consider is a commercial on-line insurance provider called **WedSafe**, which provides specialty insurance for weddings and other private functions. Their web-site is at www.wedsafe.com.

We have checked both of these providers out, and are satisfied that the coverage they provide is acceptable to the City of San Antonio for events held at City facilities. Their coverage is sometimes less expensive than the same amount of coverage through TULIP.

On both of these sites, you can enter the information about the type of event you are having (nature of event, location, date, number of guests/participants, alcohol status, etc.) and the site will generate a quote for the coverage. You can then use a credit card to purchase the coverage, and the certificate will be transmitted to you electronically.

If you have questions on any you can reach out to Paul Tovar at 210-207-2017 or at paul.tovar@sanantonio.gov.