

### Liability Insurance

The Town of Lincoln requires all parties requesting use of recreational facilities to submit an insurance certificate providing evidence of liability, naming: **The Town of Lincoln, RI as additionally insured (\$1,000,000 liability).**

This certificate can be issued from a requesting parties' own insurance, or by utilizing the TULIP (Tenant User Liability Insurance Policy) program. Insurance certificates can be delivered to the Lincoln Town Hall- Parks and Recreation Department and/or emailed to [swinslow@lincolnri.org](mailto:swinslow@lincolnri.org) and [cthompson@lincolnri.org](mailto:cthompson@lincolnri.org)

within **three** days of submitting a request form. Permits will not be issued without both a request form and insurance certificate on file with the town. For further information and questions, please contact the Parks and Recreation Department at (401) 333-8418.

**Reminder: The Town of Lincoln, RI must be named as certificate holder/ additionally insured.**

### GATHER GUARD

The Gather Guard- TULIP program is a fast and easy way to gain liability insurance on most types of private events. The Town of Lincoln is a registered member of the TULIP program, providing a low-cost way for private parties to be insured on public property. The cost of purchasing a TULIP policy varies depending on size, length, and type of event as well as any special requirements of the event. Coverage limits of \$1 million are available to cover the costs of operations, property damage and bodily injury. This policy will pay those costs that you (the Tenant user) become legally obligated to pay as damages of bodily injury or property damage to which this insurance applies. There is no deductible requirement. The TULIP program is completely autonomous. Coverage can be quoted and purchased online directly by you.

### ***How to Obtain a TULIP Policy for Your Event***

Log on to the website: <https://gatherguard.com/>

Step 1: Select "get a quote"

Step 2: Select the Event type/ details of "eligible activity" from the drop down window.

Answer the questions that follow.

Step 3:

a.) Enter venue code/ search for venue

0501	1928	ALBION PARK
0501	1929	FAIRLAWN PARK
0501	1931	CHASE FARM
0501	1932	ARNOLD PARK
0501	1933	GATEWAY PARK
0501	1930	LIME ACRES PARK
0501	1938	LONSDALE PARK
0501	1939	SAYLESVILLE PARK
0501	1940	QUINNVILLE PARK
		MANVILLE PARK

b.) Select the event date(s) on the calendar.

c.) Write in the name of the event using the names written on your lease agreement, then click YES/NO for Liquor Liability.

d.) For "Average Daily Attendance" list the amount of guests that are expected.

At this point you are able to "Get Quote"

a.) If you would like to proceed and purchase the coverage, please complete the requested "Contact and Credit Card Information" sections and your coverage is automatically bound.

b.) A "Certificate of Insurance" is issued and sent via e-mail in your name or organization's name to both of us for our records.