

LIABILITY INSURANCE REQUIREMENTS

Process for obtaining a quote and/or purchasing insurance for your event:

Washington Cities Insurance Authority (WCIA) Program:

***Liability Insurance** provided by WCIA includes host liquor liability insurance for events consisting of family and friends where alcohol is present but not for sale.

***Liquor Liability** is required when selling alcohol at an event. **Please note:** when completing the Liability Insurance questionnaire under the online TULIP Program, if you are selling alcoholic beverages at your event you must click on 'yes' where it states "Do you require liquor liability coverage." If you are not selling alcohol click 'no.'

Instructions for accessing the WCIA TULIP Program site:

*Go to the site at <https://www.ebi-ins.com/tulip/>

*Enter the facility ID code for the facility you are using:

VR Lee Community Bldg at Recreation Park	0465-030
Hess Kitchen at Recreation Park	0465-031
Robert E. Lintott Shelter(s) at Alexander Park	0465-032
Stan Hedwall Shelter	0465-033

*Complete the following questions for quote and/or purchasing.

*If you elect to purchase the insurance for your event, fill in the user contact information. The transaction is complete with a credit card payment.

*In a matter of minutes (after credit card approval) you will receive a confirmation insurance certificate that will also be forwarded to the City of Chehalis, Community Development Department e-mail contact.

*A Washington State banquet permit is also required when alcohol is present in city facilities, in addition to WCIA coverage. Banquet permits may be purchased at any Washington State liquor store at an estimated cost of \$10.00.

***Private insurance coverage instructions:** If you wish to provide the required insurance coverage through your private home owners policy the following is required:

*Coverage of one million dollars minimum on insurance certificate

*The City of Chehalis named on the insurance certificate as additional insured; mail or drop off at:

City of Chehalis
Parks and Recreation Division
1321 S. Market Blvd
Chehalis, WA 98532

***NOTE:** a Washington State banquet permit is required when alcohol is present in city facilities, in addition to private coverage. The \$10.00 banquet permit may be purchased online at www.liq.wa.gov.

Questions about this procedure, please call Chehalis Parks and Recreation office at 360-748-0271.