



## EVENT INSURANCE (TULIP PROGRAM)

The City of Roanoke requires that any person or group wishing to use City property to host an event provide proof of liability insurance coverage. The coverage must show The City of Roanoke as an additional insured. You can provide coverage through your existing insurance agent, or you can purchase coverage for your event through a program that The City has made available to you. If you choose to purchase coverage from our website, here is how it works:

1. Log on to: [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) and click on the option on the right “Purchase or Quote”.



2. On this page, enter the Venue ID, which is: 4750-299. This will prefill the City’s information, and will not be the location of your event. Click on “Next”.
3. Click on the down arrow in “Enter Your Event Details” to select the type of event you are having, and answer the 4 questions below.
4. After you answer the questions, the page will automatically expand and ask you to select the dates for your event. You can click on the date(s) on the calendar or click the arrows to change the month:



5. Enter an Event Name. The name that you show here should be the same name that is on the permit that The City will issue to you.
6. Check the box if you will be serving alcohol at your event. Also enter the estimated number of attendees.
7. You will see 4 questions that you only need to answer if you are having a vendor at your event that does not have their own insurance.
8. Click on 
9. You will see the premium cost for your event. Enter your information as it will appear on your permit. For the insurance contact, enter your name and contact information. Click “Next”.
10. This page will verify the information you entered. Click the Agree and Accept buttons after reviewing the terms and conditions shown at the bottom of the page. Click “Complete”.
11. This page will show your limits of coverage and the premium. Click “Continue”.
12. You can pay with Visa, Mastercard, American Express, Discover or with an ECheck.
13. After you make your payment, you will be prompted to enter an email address where confirmation of coverage will be delivered to. The email address you should enter is: [riskmgt@roanokeva.gov](mailto:riskmgt@roanokeva.gov)