

# Event Insurance Online Purchase

## Instructions



### Procedure:

Snohomish County Parks requires that all room rental events that serve alcohol obtain liquor insurance and a Banquet Permit (through the WA State). Following are instructions for purchasing liquor event insurance (online) that meet Snohomish County requirements.

Failure to provide required insurance and banquet permit will result in denial of alcohol on premises, and possible termination of reservation without refund.

### Instructions:

1. Enter the following URL address in your internet browser:  
<https://app.gatherguard.com/?f=0495> (you will be routed to GatherGuard page)
2. Click on the box that best describes your event. If an exact match isn't listed, click on the pull-down menu below the boxes for other event types.

#### IMPORTANT:

Choose carefully. Event Types incur different levels of risk which in turn directly affects the amount you pay.  
Event Type must match your Parks permit

3. Answer Yes or No regarding losses or claims, security, and promoter. For most events the answer will be "No".

#### NOTE:

Promoters will need to call for a quote

4. **Venue.** Search for Willis Tucker venue by clicking on "Use venue code" box, then entering the Venue code (include all zeroes)
  - a) First box: **0495**
  - b) Second box: **015**
  - c) <Next>

#### NOTE:

**Basic Coverage** should include \$1,000,000 General Liability and Host Liquor. If it does not default to these values, you will need to select them.

5. **About Your Event.** Enter name of your event (required) and event details

### IMPORTANT

Performers, vendors and/or exhibitors will profoundly affect rates

6. **Additional Coverage.** If your event is **selling** alcohol, **you must** select Liquor Liability. You must be pre-approved by Snohomish County Parks to sell alcohol.
7. **Check-Out.** Verify your entries are correct then click on Check-out
8. **Insured.** Enter Insured/Contact information. Information should be the same as on the Parks permit.
9. **Payment Information.** Enter credit card information and confirm
10. You will receive an Order Number (confirmation). A certificate of liability insurance will be automatically e-mailed to the address you entered in the Insured information in Step 8.
11. Forward the certificate to: [Contact.Parks@snoco.org](mailto:Contact.Parks@snoco.org)

## Event Insurance Refund Instructions

Policy cancellation requests must be received at least 24 hours before the event begins. We will not cancel coverage or refund any premium once the coverage becomes effective. Premium is fully earned with the first event date shown on the policy; therefore, refunds are no longer available\*. **No partial refunds issued for any unused days.** Please be advised that coverage begins at 12:01 a.m. on said effective date.

Need assistance? Contact GatherGuard Monday – Friday at (844) 747-6240, 8 a.m. – 8 p.m. Eastern Time.

In order to cancel your policy using the website (<https://app.gatherguard.com/?f=0495>), you will need:

1. The policy number from your confirmation email or policy documents.
2. The last four digits of the credit card you used to make the purchase.
3. The venue zip code.
4. The effective date of your policy must be later than the current date.

Please note, refunds can take up to two days to process.