Alcohol Liability Insurance Instructions

- Go to **www.gatherguard.com**

- Click on **GET A QUOTE**

- Select your event

- If you held this event before, have there been any losses or claims?   YES **NO**

- Will there be any armed security who are not police officers?   YES **NO**

- Are you a promoter?   YES **NO**

- Click on **Continue**

- Click on **Search for a venue**

- Under "Where will the event take place?" Type **City of Kingsport, Broad Street**

- Click on **NEXT**

- Click on **NEXT** again

- Under "Please add a name for your event" type the **Renter's Name**

- Under "How often does this occur?"   **One Time**

- Under starts   **Select a date**

- Under ends   **Select a date**

- Under Average daily attendance   **Number of attendees**

- How many bands, DJs, dance troupes, or other types of performers have you hired for your event, that have not provided you with proof of insurance?   **0**

- How many people selling goods will be at your event, that have not provided you with proof of insurance?   **0**

- How many people selling food and/or beverages will be at your event, that have not provided you with proof of insurance   **0**

- How many exhibitors will be at your event, that have not provided you with proof of insurance?   **0**

- Click on **NEXT**

- Additional coverages   **Not needed**

- Click on **NEXT**

- And proceed to **Checkout**