



Instructions For Purchasing Special Events (TULIP) Insurance

Link for direct access to website	Venue code	Location	Address
https://app.gatherguard.com/?v=4167-000	4167-000	City of Northglenn City Hall	11701 Community Center Dr.
https://app.gatherguard.com/?v=4167-001	4167-001	Northglenn Arts/DL Parsons Theatre	11801 Community Center Dr
https://app.gatherguard.com/?v=4167-002	4167-002	Northwest Open Space	2100 W 112th Avenue
https://app.gatherguard.com/?v=4167-003	4167-003	E.B. Raines Jr. Memorial Park	11750 Community Center Drive

1. Copy and paste the link to the Gatherguard website for the location that you are renting. The renter can also go to www.gatherguard.com and enter the Venue number that corresponds with the event location.
2. Complete the application for your event. After payment is made you will receive a policy for your event coverage.
3. Complete your reservation process with the city for your event.
4. Please call Kathy Kvasnicka, Risk Management 303-450-8714 with any questions.