



## Washington Cities Insurance Authority Applicant Liability Insurance Program

### ONE DAY INSURANCE – GATHERGUARD

To obtain a quote or purchase insurance:

1. Access the website at <https://gatherguard.com/>
2. Scroll down and double click on “ Get a Quote”.
3. Answer a few questions, and click "Continue".
4. Click "Search for a venue" and type in the facility you would like to reserve and click "Next".

Facility Location
Cotton Building, Water Street
Pope Marine Park, Port Townsend
Chetzemoka Park, Jackson Street

4. Enter the event details.
5. If everything appears satisfactory, click "Checkout".
6. Enter renter information and click "Confirm Insured".
7. Enter the insurance contact and click "Confirm Insurance Contact".
8. Enter the payment information and click "Confirm Payment Information" .
9. Once the payment has cleared, an insurance certificate will be sent to the email address provided.
10. For any insurance questions, please contact Intact Entertainment Customer Service at 844-747-6240.