

Special Events – Risk Management Planning

Event Information	Event Name							
	Location							
	Date/ Time* (start/stop)	SUN	MON	TUES	WED	THURS	FRI	SAT
	Event Type <input type="checkbox"/> Run/Walk <input type="checkbox"/> Parade <input type="checkbox"/> Arts-In-The-Park <input type="checkbox"/> Street Fair <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Car Show <input type="checkbox"/> Facility Rental <input type="checkbox"/> Other, explain: _____							
	Additional Event Info _____ _____ _____							
Organizer <input type="checkbox"/> Chamber of Commerce <input type="checkbox"/> Private Group NOTE: <input type="checkbox"/> Entity Sponsored (municipal)								

*Please include time for setup and breakdown

Coordination and Planning	Y	N	N/A
Outside Event Manager <ul style="list-style-type: none"> Certificate of insurance with appropriate limits and hold harmless Event Mgr obtains certificates of insurance from their vendors 			
Public Works Assistance <ul style="list-style-type: none"> Closing street(s) using barricades Providing additional electrical Erecting signs Trash removal – sanitation Tent install and removal Other _____ 			

A Member of OneBeacon Insurance Group

OneBeacon Insurance Group makes no guarantee of results and assumes no liability in connection with the information contained herein, the safety suggestions made or any actions taken on the basis of such information. This article is provided for general informational purposes only and does not constitute and is not intended to take the place of legal or risk management advice. Readers should consult their own counsel or other representatives for any such advice. Any external websites or sources referred to herein are for informational purposes only and are not affiliated with or endorsed by OneBeacon Insurance Group. OneBeacon Insurance Group does not guarantee or control the information contained on, nor does it assume any liability in connection with, these websites or other sources. (OBGR-27 2014)

<p>Park and Recreation Assistance</p> <ul style="list-style-type: none"> Organizing Other _____ 			
<p>Law Enforcement Assistance</p> <ul style="list-style-type: none"> Traffic/crowd/patrol Other _____ 			
<p>Fire Department – Fire Marshal Assistance</p> <ul style="list-style-type: none"> Life safety and occupant load; solid structures Life safety and occupant load; tent enclosures Tent – Fire Safety for cooking Emergency Medical Services and First Aid Emergency vehicle access routes Fireworks or pyrotechnics Other _____ 			

Hazard Identification	Y	N	N/A
<p>Amusement Devices</p> <ul style="list-style-type: none"> Amusement rides Animals Inflatable bounce house or slides Certificates of Insurance and Hold Harmless Agreements 			
<p>Vendors</p> <ul style="list-style-type: none"> Certificates of Insurance on file for all Rules issued for set-up and operation Tent install and removal Food service vendors – basic food safety issues Alcohol to be served? If Yes, Alcohol Plan needed: Liquor Liability Insurance – Certificate of Insurance Server intervention and certification of servers Procedures to avoid underage serving Procedures to avoid over-serving Security is recommended 			

A Member of OneBeacon Insurance Group

OneBeacon Insurance Group makes no guarantee of results and assumes no liability in connection with the information contained herein, the safety suggestions made or any actions taken on the basis of such information. This article is provided for general informational purposes only and does not constitute and is not intended to take the place of legal or risk management advice. Readers should consult their own counsel or other representatives for any such advice. Any external websites or sources referred to herein are for informational purposes only and are not affiliated with or endorsed by OneBeacon Insurance Group. OneBeacon Insurance Group does not guarantee or control the information contained on, nor does it assume any liability in connection with, these websites or other sources. (OBGR-27 2014)

<p>Contractors</p> <ul style="list-style-type: none"> • Certificates of Insurance on file if work done for entity • Electrical • Sound/lights/stage • Others _____ 			
<p>Volunteers</p> <ul style="list-style-type: none"> • Release form(s) signed - Hold Harmless and safety statement 			
<p>Participants</p> <ul style="list-style-type: none"> • Release form(s) signed - Hold Harmless and safety statement 			
<p>Inclement Weather Provisions</p> <ul style="list-style-type: none"> • Designated person (applicant) to trigger emergency plan • Inclement weather plan – how to protect gathered participants • Inclement weather instructional signs installed 			
<p>Grounds</p> <ul style="list-style-type: none"> • Power cables across walkways should use covers to lay flat • Tent Stakes marked/protected to eliminate sharp edges • Trash can location and count appropriate • Portable Bathrooms location and count appropriate 			
<p>Parking</p> <ul style="list-style-type: none"> • Review area and limit slip, trip and fall hazards • Traffic control and parking flaggers • Area patrolled and lighted • Area shrubs and trees trimmed to prevent criminal “opportunity” 			

Sample Facility Use Rules

Rules

Construct your own – these are provided as an example:

The use of all Structures, Recreational and Parks facilities shall be subject to the rules of ____.

1. Organizations wishing to use municipal facilities shall apply to _____ on the prescribed form and has final authority on approval.
2. In the event of inclement weather, seek shelter.
3. [Intoxicants shall not be brought onto municipal facilities at any time.] Or [Alcohol use is allowed only by permit. Alcohol is not permitted in glass bottles, kegs or barrels. A separate fee of \$__ is required for an alcohol permit.]
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited and those violating this prohibition will be ejected from the premises.
6. Any damage to municipal facilities shall be assessed at the user's expense. No exceptions.
7. It is your responsibility to make sure doors are locked and lights are out when leaving.
8. Organizations using the facilities must clean-up afterwards.
9. Permits may be revoked for the misuse of the facility.
10. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
11. The fee for use is \$, payable before use begins.
12. A public telephone is located in _____. The emergency telephone number for police is: _____; fire _____. The appropriate authority must be contacted in the event of an emergency.
13. When required, users must provide appropriate insurance prior to using facilities.
 - Failure to do so will result in revocation of your permit.

Signature of Organization's Representative

Date

A Member of OneBeacon Insurance Group

OneBeacon Insurance Group makes no guarantee of results and assumes no liability in connection with the information contained herein, the safety suggestions made or any actions taken on the basis of such information. This article is provided for general informational purposes only and does not constitute and is not intended to take the place of legal or risk management advice. Readers should consult their own counsel or other representatives for any such advice. Any external websites or sources referred to herein are for informational purposes only and are not affiliated with or endorsed by OneBeacon Insurance Group. OneBeacon Insurance Group does not guarantee or control the information contained on, nor does it assume any liability in connection with, these websites or other sources. (OBGR-27 2014)

Insurance Requirements and Hold Harmless

Insurance

Consult your agent and legal – this wording is provided only as an example:

Under this Agreement, _____ agrees to obtain and keep in force during its acts a comprehensive general liability insurance policy in the minimum amount of \$_____, which shall name and protect User, Vendor, all User or Vendors employees, [Sample Name], and its officer, agents and employees, from and against all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the User or Vendor acts.

User, Vendor shall provide proof of liability coverage as set forth above to _____ [Entity Name] prior to commencing its event/performance as herein provided, and require insurer to notify _____ [Entity Name] ten (10) days prior to cancellation of said policy.

Worker’s Compensation

User or Vendor shall maintain in full force and effect worker’s compensation for User or Vendor and agents, employees, and staff that the User or Vendor may employ, and provide proof to _____ [Entity Name] of such coverage or that such worker’s compensation insurance is not required under the circumstances.

Hold Harmless Agreement

Consult your agent and legal – this wording is provided only as an example:

The User/Vendor covenants to save, defend, keep harmless and indemnify the _____ [Entity Name], and all of its agents and employees (collectively, the “[Entity Name]”) from and against any and all claims, loss, damage, injury, cost (including court costs and attorney’s fees), charge, liability or exposure, however caused, resulting from, arising out of, or in any way connected with the User, Vendor performance of the Agreement terms or its obligations under this Agreement:

Signature of Organization’s Representative Date

Review of Insurance and Hold Harmless	Y	N	N/A
Has user/vendor provided a copy of their insurance policy showing the entity as a named insured?			
Has user/vendor signed the hold harmless provisions of the contract?			
Has user/vendor signed the facility use rules or prohibited uses form attached to the contract?			
Have all participants signed the appropriate release forms?			

A Member of OneBeacon Insurance Group

OneBeacon Insurance Group makes no guarantee of results and assumes no liability in connection with the information contained herein, the safety suggestions made or any actions taken on the basis of such information. This article is provided for general informational purposes only and does not constitute and is not intended to take the place of legal or risk management advice. Readers should consult their own counsel or other representatives for any such advice. Any external websites or sources referred to herein are for informational purposes only and are not affiliated with or endorsed by OneBeacon Insurance Group. OneBeacon Insurance Group does not guarantee or control the information contained on, nor does it assume any liability in connection with, these websites or other sources. (OBGR-27 2014)

INDUSTRY RESOURCES

Liquor Liability – OneBeacon Government Risks

Slip/Trip/Fall – OneBeacon Government Risks

Tenant Users Liability Insurance Policy (TULIP): <http://www.onebeacongov.com/OneBeaconGovernment/pages/whatwedo/productscoverage.page?>

Event Planning – A good reference, especially for large or complex events; from FEMA:

<http://training.fema.gov/emiweb/downloads/is15aspecialeventsplanning-jamanual.pdf>

Signs and Weather Plan – When Thunder Roars Go Indoors:

http://www.lightningsafety.noaa.gov/toolkits/Lightning_Safety_Com_toolkit.pdf

CONTACT US

If you need assistance developing these programs, or would like additional information on the topics discussed in this article, please contact us at

OBGRRiskControl@onebeacongov.com.

Learn more about OneBeacon Government Risks at onebeacongov.com.

A Member of OneBeacon Insurance Group

OneBeacon Insurance Group makes no guarantee of results and assumes no liability in connection with the information contained herein, the safety suggestions made or any actions taken on the basis of such information. This article is provided for general informational purposes only and does not constitute and is not intended to take the place of legal or risk management advice. Readers should consult their own counsel or other representatives for any such advice. Any external websites or sources referred to herein are for informational purposes only and are not affiliated with or endorsed by OneBeacon Insurance Group. OneBeacon Insurance Group does not guarantee or control the information contained on, nor does it assume any liability in connection with, these websites or other sources. (OBGR-27 2014)