

Civic Event Operational Authority Statement

Village of New Haven
Civic Event Operations and Administrative Authority

Purpose

Village civic events are intended to promote community engagement, recreation, and local participation. Due to the logistical, financial, and liability considerations associated with public events, clear operational authority is necessary to ensure proper coordination and accountability.

Administrative Responsibility

The **Village Administration**, through the Office Administrator or designated staff, shall be responsible for the operational management of Village civic events. This includes, but is not limited to:

- Vendor and performer coordination
- Contract review and execution (as authorized)
- Event scheduling
- Permit coordination
- Insurance and liability compliance
- Site logistics, setup, and safety planning
- Coordination with Village departments such as Public Works, Police, and Fire

Role of the Parks & Recreation Committee

The Parks and Recreation Committee may:

- Recommend civic events or recreational activities.
- Provide feedback on community programming.
- Assist in identifying opportunities for community engagement.

The Committee does **not** have operational authority over civic events unless specifically delegated by the Village Council.

Vendor and Performer Selection

All vendors, performers, and event service providers shall be coordinated through Village Administration to ensure:

- Contract compliance
- Budget adherence

- Insurance verification
- Consistent procurement practices
- Event safety planning

Final Authority

Final approval for major event expenditures or contracts remains with the **Village Council or Village President** as required by Village policy.