

BEST RISK MANAGEMENT PRACTICES

Special Events and Facilities Rentals

Put It in Writing

- Maintain a written document that describes the process and the applicant requirements for both special events and facilities rentals.
- Maintain a formal application form that must be completed by applicants who wish to use an agency's facilities and/or host events on public property. (Ex: classes, meetings, banquets, outdoor markets, block parties, and parades).

Indemnity and Hold Harmless

- Include a clearly defined indemnity, defense, and hold harmless clause in all contracts, agreements, and permits (applications) associated with a special event and/or facilities rental.
- Ensure the indemnity, defense, and hold harmless statement, special event application forms, special event procedures, and facilities rental forms are all equally strong and contain similar language in regard to who at the agency is protected.
- Review the special events and facilities rental documents whenever either is changed to ensure consistent language between the documents.

Require Insurance

- Require general liability insurance coverage with a minimum \$2,000,000 per occurrence, \$4,000,000 general aggregate (applicable per project/location).
- Require the applicant provide a certificate of insurance and separate policy endorsement naming the agency as an additional insured on the applicant's general liability policy.
- Require the applicant provide the entire policy with all its endorsements.
- Provide the applicant with a link to a special events insurance provider if necessary to ensure the provision of insurance.

Serving Alcohol

If serving alcohol will be permitted:

- Ensure the application form stipulates the restrictions and/or requirements for serving alcohol.
- Ensure the applicant provides proof of:
 - A valid alcohol serving license;
 - Properly trained servers;
 - Security measures; and
 - The addition of the following insurance to their commercial general liability policy:
 - Liquor Liability Insurance (if a charge is made for alcohol)
 - Host Liquor Liability Insurance (if no charge is made)

BEST RISK MANAGEMENT PRACTICES**Special Events and Facilities Rentals****Pre-Event Inspection for Outdoor Events**

- Conduct a documented pre-event safety audit and inspection of the site, including, but not limited to:
 - Permanent and temporary structures;
 - Lighting;
 - Communications;
 - Accessibility;
 - Emergency plans; and
 - Traffic and crowd control

Provision of Parking Shuttle Service by the Agency

- Ensure shuttle and parking services are provided by agency employees who meet the recommended driver selection and training best practices stipulated in the Agency's auto and fleet safety policy.
- Develop an auto and fleet safety policy if one does not exist.
- Conduct and document pre-use inspections of the vehicles to ensure they meet applicable safety standards.
- Conduct and document routine vehicle maintenance for all agency vehicles.
- Ensure all agency drivers involved in the shuttle service are included in the Agency's Employer Pull Notice program.
- Conduct and document driver safety training.

Traffic Management

- Ensure a qualified engineer approves traffic management plans for special events requiring road closures.
- Ensure the Agency's engineer, whether an employee or contractor, is authorized by the Agency to review and approve the traffic management plan.
- Ensure the authorization to "review and approve" is stipulated in the engineer's job description or contract.
- Ensure the Agency's codes and/or job descriptions specifically state when the Agency's qualified engineer may delegate the task of reviewing and approving traffic management plans to a qualified subordinate or other person specifically named by job title, i.e., the Director of Public Works.

Volunteers for Agency Sponsored Special Events

- Include your Agency's volunteers in your workers' compensation coverage.
- If you do not include your Agency's volunteers in the Agency's workers' compensation coverage, require participants and/or volunteers of special events that involve risk of injury and are sponsored by the Agency sign waivers prior to participation.