

**AGENDA**  
**CITY OF BROOKINGS**  
**PARKS AND RECREATION COMMISSION MEETING**  
**Council Chamber - 898 Elk Drive**  
**April 27, 2017 - 7:00 pm**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES**  
Minutes of February 26, 2017
- V. PUBLIC APPEARANCES**
- VI. REGULAR AGENDA**
  - A. Special Event Policy
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
- VIII. COMMISSIONER REPORTS/COMMENTS**
- IX. ADJOURNMENT**

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
February 23, 2017

**CALL TO ORDER**

Chair Tom Bozack called the meeting to order at 7:01 pm followed by the Pledge of Allegiance.

**ROLL CALL**

*Present:* Commissioners Don Vilelle, Patt Brown, Jay Trost and Chair Tom Bozack

*Absent:* Commissioner Trace Kather

*Also present:* Parks/Tech Services Supervisor Tony Baron

**APPROVAL OF MINUTES**

**A. Motion made by Commissioner Trost to approve the minutes of January 26, 2017; motion seconded by Commissioner Vilelle and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES – None**

**REGULAR AGENDA**

- A. Chetco Point Trail Upgrade –** Tony Baron presented the PARC outlining the Chetco Point Trail. Commissioners expressed they are excited about the program. **Motion made by Commissioner Vilelle to recommend Council approve the Chetco Point Trail Upgrade project as described in the CAR; motion seconded by Commissioner Brown. Chair Bozack questioned where the remaining funds (\$50,000) would be obtained and Tony advised those funds are being requested in the 2017-18 budget. Commission voted; the motion carried unanimously.** Tony to forward to City Council.
- B. 2017-18 Parks CIP List –** Tony Baron reviewed the PARC outlining the 2017-18 Parks CIP List. and provided updates and background information on park projects, grants and funding. **Motion made by Commissioner Trost to recommend to City Council the 2017-18 Capital Improvement Project List as presented; motion seconded by Commissioner Brown and the Commission voted; the motion carried unanimously.**

**INFORMATION UPDATES/DISCUSSION ITEMS**

**A. Updates on items from last meetings**

- **Slippery Banana Softball Tournament** - Tony advised that the 1<sup>st</sup> annual Homerun Derby was held last Friday at the newly configured Azalea Park softball field and the following Slippery Banana softball tournament had 43 teams and was very muddy. New park facilities were used and successful. He advised that charging sports teams for the use of the fields will need to be determined in the future.

**COMMISSIONER REPORTS/COMMENTS**

- A.** Commissioner Vilelle questioned if any decision on reconstruction of Bankus Park fountain. Tony advised he knew of no progress on it. Don reminded commissioners to visit the golf course.

**ADJOURNMENT**

Next meeting scheduled for April 27, 2017. With no further business before the Commission, the meeting adjourned at 7:28 pm.

Respectfully submitted,

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Tom Bozack, Chair  
(Approved at April 27, 2017 meeting)

# CITY OF BROOKINGS

## PARKS & RECREATION COMMISSION

### AGENDA REPORT

Meeting Date: April 27, 2017

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Signature (submitted by)

Originating Dept: Parks

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PW/DS Director Approval

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Subject: Special Event Policy

Motion: recommend Council approve the Special Event Policy as is  
or  
recommend Council approve the Special Event Policy with changes  
or  
recommend Council not approve the Special Event Policy

Background/Discussion:

In 2016, the organizers of the Oktoberfest event requested of the City administration that they be allowed to continue operation of the event at Azalea Park into nighttime hours. The request was not granted. At the March 6, 2017 workshop, the City Council discussed night time activities in Azalea Park. Staff recommended against allowing events and activities to extend into the nighttime hours in areas (including the band shell area) where lighting was limited. Council directed staff to consider the matter and draft a policy intended to allow events into the nighttime hours. At the April 3, 2017 workshop, staff presented a draft Special Event Policy (attached). Council felt the policy was overreaching and prohibitive and directed staff to present the policy to the Parks and Recreation Commission for a recommendation.

The Brookings Municipal Code currently provides that Azalea Park...and all other parks except the Mill Beach access...are open "dawn to dusk." The City has authorized only Natures Coastal Holiday (NCH) to be conducted during night time hours. The park is closed at night for several reasons. One is because there are many potential trip-and- fall conditions which can only be observed in well-lit conditions. Of equal concern are safety of the public and the ability of emergency responders to deal with incidents that may occur in the park during nighttime hours. While the area of the park where an activity is undertaken ...such as the Oktoberfest event which occupied the grass area adjacent to the band shell...may be well lit, pathways leading to the activity area from the Park's four parking lots are not illuminated. The vegetated areas immediately beyond the event area are also heavily vegetated and dark, and is problematic for assuring the safety of event participants who may choose to leave the immediate event area, or may be an attractive opportunity for nefarious activity by event participants or non-participants. Staff experienced this in 2013 when Relay for Life organizers held a Movie in the Park event. Children were dropped off to go see a movie and began to wonder off into unlit areas of the park. Police Officers cannot adequately observe these areas in the dark and first responders may be hindered by the darkness.

The City has experienced other issues related to large events in the park that need a closer look. These issues include the placement of large event tents, bouncy houses and vendors in the grassy areas in front of and adjacent to the band shell. In the past, staff discovered a broken irrigation pipe from a steel stake used to hold down a bouncy house during the prior season. The band shell area of Azalea Park is full of shallow underground electrical conduit, water lines and irrigation lines. Without proper mapping of these systems, they are susceptible to damage from event organizers setting up large tents and bouncy houses with large tie down stakes. Much of the underground infrastructure was installed by volunteers or without the production of as built drawings. In addition, vehicles in and out of these soft grassy areas for set up can damage irrigation heads. When the restroom/concession building was constructed, it was intended to be the central location for food vending. In the last several years, mobile food vending has been the trend and very little thought has been put into the placement of food carts and vehicle access into the grassy areas of the band shell.

For the aforementioned reasons staff recommends the implementation of a "Special Event Policy" with provisions that protect sensitive areas in Parks as well as address logistical problems associated with larger events that occur in both day and nighttime and that are not normally addressed through our regular Park Use Permit process.

The Special Event Policy will apply when:

- Events have more than 500 people
- Events where alcohol is served by a vendor
- Events where amplified sound occurs beyond regular park hours
- Events that occur beyond regular park use hours
- Events are longer than 6 hours

Considerations moving forward; Allowing events beyond normal park hours will increase the City's liability exposure. If the City specifies the location of temporary lighting or participates in event set up, the City's current protection from claims and transfer of liability could be breached.

In accordance with the interest expressed by the City Council to accommodate night time events, staff has developed a draft Special Event Policy.

Attachments:

- a. Draft Special Event Policy
- b. CIS Events Risk Management Bulletin

# **Special Event Policy**

**City of Brookings**  
**Parks and Recreation Department**



Wild Rogue Relay 2016

## **POLICY STATEMENT**

The purpose of a Special Event Policy (Policy) is to support and facilitate the process of administering large events that offer a valuable public purpose, such as the promotion of tourism and/or economic development, or the provision of recreational, informational, or enriching activities that benefit the greater Brookings community. It is further the policy of the City of Brookings (City) to ensure that the necessary public support that must be provided to outside organizations to ensure the safe and effective operation of large special events will not be subsidized by Brookings citizens.

## **GENERAL**

The Policy applies to facility use requests that will attract more than 500 participants, include the sale of alcoholic beverages or require the exclusive use of an entire City park and associated parking lots. Events with promoters, organizers and event producers who prepare events and activities in which the City is a co-sponsor will be negotiated on a case-by-case basis. Depending upon the nature of a proposed co-sponsored event, policy and fees outlined in the Special Event Policy may or may not apply. The policy is administered by the City.

Permits for events of the size and nature described above will be considered for approval only for Azalea, Stout, Chetco Point and Bud Cross Parks.

The policy is adopted to guide the use of City parks for large special events. Approval for any events will not be considered final until a Special Event Park Use Permit is signed, all fees and deposits are paid, necessary permits are obtained and appropriate certificates of insurance are filed with the City.

Application for a Special Event Use Permit under the policy must be filed at least 30 days prior to the date of the event. All plans requiring approval must be submitted to the city at least 14 calendar days prior to occupying the park. A \$500 expedited plan review fee shall apply if the City accepts a late Plan. The additional fee must be paid at the time the Plan is submitted. In the interest of protecting public safety and City property, the City may elect to apply special conditions to its approval of a Special Event Use Permit application, such as a restriction on the location that may be utilized for the event and limitations on the days and hours that the event may be open to the public.

## **EVENT NARRATIVE**

The event organizer will be required to provide a written narrative, which fully describes the nature of the event, including the days and hours of operation, anticipated attendance, an explanation of each event activity, and the number of vendors.

## **EVENT AREA**

The event location (park) and the exact area within a park, for the event operation will be agreed upon between the City and the event organizer. However, if mutually agreeable terms cannot be reached, the City's decision on the location and park area shall be final.

## **CONTACT PERSON**

Event organizers will ensure that the specified contact person(s) for the event shall remain on site and be available during the entire period of the event. The City will supply the event organizer with a telephone number for a designated contact. Off hours emergency contact shall be through police dispatch.

## **RENTAL FEES**

Event organizers shall pay the City the appropriate rental fee(s), as established by City Council Ordinance (Master Fee Schedule). The event organizer shall remit payment of the rental fee to the City upon execution of a Special Event Park Use Permit.

## **REIMBURSEMENT OF POLICE OFFICER COSTS**

Event organizers shall be responsible for reimbursing the City for the costs of providing police officer support to the event. It will be at the City's discretion to determine the level of police officer support necessary to maintain public safety at events authorized under a Special Event Park Use Permit. The City will provide the event organizer with an estimate of police officer costs within 14 days of receiving a completed Special Event Park Use Permit Application. The event organizer shall deposit with the City a sum equal to at least one half the estimated costs prior to occupying a City park under these policies. At the conclusion of the event, the City will provide the event organizer with an accounting of the true and actual cost for providing police officer support to the event. The event organizer must pay any remaining balance within 14 days of receipt of the accounting. If the true and actual cost of providing police officer support to the event was less than the sum already paid to the City by the event organizer, the excess shall be remitted to the event organizer.

## **SECURITY DEPOSIT**

Upon execution of a Special Event Park Use Permit, event organizers shall deposit with the City a sum equal to the first day's park use fee as a security deposit to be applied toward the cost of repairing damages to the park or to the City property caused by the event organizer or event participants, or to remedy other default under the permit. As special circumstances arise, the City may require security deposits in excess of a sum equal to the first day's park use fee. Within thirty (30) days following the event, the City shall either refund the security deposit to the event organizer or shall provide the event organizer a written accounting stating the basis of the City's claim to all or part of the security deposit. If costs of repairing damages to the park exceed the amount of the security deposit, the event organizer will be assessed the charges for all excess costs.

## **GROUND SET- UP PLAN**

Event organizers shall be required to submit a Ground Setup Plan to the City for approval at least fourteen (14) calendar days prior to occupying the park. The City, at its discretion, may elect to accept a Ground Setup Plan not meeting the (14) fourteen calendar days requirement.

Ground Set-up Plan shall specify the location of:

- A. All temporary fence lines including entrance gates, emergency exits and access lanes and service entrances
- B. Rides and attractions
- C. First Aid stations
- D. All food and beverage and other vending locations
- E. Utility vehicle, ambulance and event truck parking
- F. Ticket sales booths
- G. Security personnel
- H. Portable toilets
- I. Areas where propane gas will be used
- J. Stages for entertainment and amplified sound
- K. Supplemental lighting



- L. Power generators
- M. Pedestrian circulation routes

The Ground Set-up Plan is subject to review by the City. The City will respond to the Ground Setup Plan within seven (7) calendar days of its receipt. The response will indicate approval, approval with conditions or rejection. If the Plan is rejected, the City will explain the reasons for rejection to the event organizer and provide a deadline for a revision of the Plan to be re-submitted. The Special Event Park Use Permit is not valid without an approved Ground Set-up Plan. The event organizer shall abide by the approved Ground Set-up Plan as a condition of the Permit.

### **PARKING PLAN**

Event Organizers shall be required to submit a Parking Plan for the City's approval at least fourteen (14) calendar days before occupying the park and shall:

- Identify all designated parking areas, including those located off-site.
- Describe the measures that the event organizer has taken to reduce on-street parking in surrounding neighborhoods.
- Document agreements with off-site parking lot owners to park cars for the event and any agreements with a bus or transit company to shuttle event attendees to and from the site.
- If utilized, shall include shuttle schedules, routes, pick up and drop off locations at the off-site parking lots and the park where the event is taking place.

The City, at its discretion, may elect to accept a Parking Plan not meeting the (14) fourteen calendar days requirement.

The City will respond to the Parking Plan within seven (7) calendar days of its receipt. The response will indicate approval, approval with conditions or rejection. If the Plan is rejected, the City will explain the reasons for rejection to the event organizer and provide a deadline for a revision of the Plan to be re-submitted. The Special Event Park Use Permit is not valid without an approved Parking Plan. The event organizer shall abide by the approved Parking Plan as a condition of the Permit.

### **SECURITY PLAN**

Event organizers shall be required to submit a Security Plan to the Public Safety Director for approval at least fourteen (14) calendar days prior to occupying the park. The City, at its discretion, may elect to accept a Security Plan not meeting the (14) fourteen calendar days requirement.

The Security Plan shall include the following:

- A. The number of private security officers, the locations where each private security officer will be stationed and the hours each private security officer is scheduled to work at the event.
- B. A description of the uniforms worn by private security officers working at the event.
- C. The minimum age required of private security officers permitted to work at the event.
- D. A crowd control plan. The crowd control plan shall include:
  - 1. A description of how the private security firm intends to manage the crowd throughout the event.



2. A description of the specific steps the private security firm will take to monitor specific activities within the event, such as soccer matches, dances, or any high profile entertainment performances.
  3. A description of the private security firm's standard for exclusion from the event (i.e. violent, threatening, unsafe or criminal behavior, vandalism, etc.)
  4. A description of how the private security firm will interface with the Brookings Police Department to facilitate exclusions or manage emergency situations.
  5. The name of and cellular telephone number for the on-site security manager.
- E. Proof of bonding of the private security company.
- F. Proof of license and certification of the private security company by the Oregon Department of Public Safety Standards and Training.

The City will respond to the Security Plan within seven (7) calendar days of its receipt. The response will indicate approval, approval with conditions or rejection. If the Plan is rejected, the City will explain the reasons for rejection to the event organizer and provide a deadline for a revision of the Plan to be re-submitted. The Special Event Park Use Permit is not valid without an approved Security Plan. The event organizer shall abide by the approved Security Plan as a condition of the Permit.

#### **ON-SITE VEHICULAR TRAFFIC**

To ensure the safety of event visitors, organizers and exhibitors, vehicular traffic within the park during the hours the event is open to the public will be prohibited. This prohibition includes delivery and/ or transport vehicles. All deliveries shall be scheduled to occur during the hours the event is closed to the public. Approved off-hours vehicular movement will be restricted to designated paths, roads and parking areas. The City, at their discretion, may authorize specific exemptions to the on-site vehicular traffic prohibition, provided that the safety of the public in attendance at the event can be maintained.

The event organizer will be provided with notice that their failure to comply with the park traffic rules will result in revocation of the Special Event Use Permit. In lieu of revoking the Permit, the City, at its sole discretion after hearing from the event organizer, may elect to impose a \$500 forfeiture per park traffic rule violation. Nothing in this provision shall limit the City's authority to issue citations for violations of any City ordinance or applicable laws.

#### **RESTROOMS**

The event organizer shall be required to provide one portable restroom for every 125 expected visitors at any given time the event is open to the public. Five percent of all portable restrooms must meet the requirements set forth by the Americans with Disabilities Act. When restrooms are required in two or more locations, each location must include an ADA approved restroom. Organizers will clean and service these facilities on a frequent basis throughout the event. The Azalea Park band shell restroom can accommodate up to 500 people. The event organizer shall be required to provide one portable restroom for each additional 150 expected visitors at any given time the event is open to the public.

#### **TRASH CONTAINERS AND DUMPSTERS**

Event organizers are to provide a dumpster and require each concessionaire or exhibitor to provide two trash cans for use by the public. The concessionaires or exhibitors shall empty these containers on a frequent basis throughout the event and dispose of the trash in an appropriately sized

dumpster(s) provided by the event organizer. The event organizer shall ensure that all trash is removed from the park at the end of the event. Location of the dumpster shall be indicated on your event plan.

### **CLEAN-UP**

Event organizers shall be required to perform ongoing daily litter and trash cleanup of the entire permit site throughout and at the conclusion of the event. At the conclusion of the event, the event organizer shall be required to restore the event site to the condition equal to or better than existed prior to the event. Throughout the operation of the event and at the conclusion of each event day, the event organizers shall conduct a neighborhood clean-up detail to pick up litter left by event visitors who park throughout residential neighborhoods and business departments. At a pre-event meeting, City will clarify the extents of the required neighborhood cleanup.

If the event organizer fails to perform the required daily litter clean up described above, they will be provided with notice that their failure to comply with the clean-up policy will result in revocation of the Special Event Use Permit. In lieu of revoking the Permit, the City, at its sole discretion after hearing from the event organizer, may elect to impose a \$500 forfeiture per policy violation. Nothing in this provision shall limit the City's authority to issue citations for violations of any city ordinance or applicable laws.

### **NEIGHBORHOOD RELATIONS**

Because large events have a significant impact on surrounding neighborhoods, following the issuance of a Special Event Park Use Permit, the City will require event organizers to notify with flyers the surrounding neighborhood. The flyer shall include dates, times and a description of the event. It shall also invite the neighborhood to participate in the event and provide a City phone number to call should a concern arise. The city will provide event organizers with a mailing list or street map with addresses to delineate the extent of flyer distribution.

### **PROMOTION OF SPECIAL EVENT**

Any promotion of events covered by a Special Event Park Use Permit shall be entirely by Event Organizers at their own expense. Event Organizers shall not publicize, promote, or otherwise advertise the event at a City park location until a Special Event Use Permit is issued, unless such promotion is authorized in advance by the Parks & Planning Manager or designee. On-site banners or signs are allowed two (2) weeks prior to event but not before or during a preceding event.

### **INSURANCE**

Event organizers must provide and maintain at their own expense, comprehensive general liability insurance and comprehensive auto liability insurance with a combined single limit of at least \$2,000,000 per occurrence. Depending upon the nature of the event planned, the City may require additional insurance coverage. Such insurance shall be primary to other insurance maintained by the City and shall name the City as additionally insured.

### **COMPLIANCE WITH PARK RULES**

Event organizers must agree to comply with all policies, rules, and laws governing the operation of the City park, and not alter or damage the park's natural or cultural resources or man made improvements in any way through the support or operation of the event activities, and to be responsible for and fully repair all damage to park facilities and resources which may result from any operations under their permit. Under no circumstances, shall event organizers allow nails to be

placed in park trees; nor shall stakes shall be placed into the ground at a depth exceeding eight inches. All supplemental lighting systems shall be free standing. No attachments shall be made to existing park systems. Event organizers will be provided with notice that their failure to comply with park rules will result in revocation of their permit. In lieu of revoking the permit, the City, at its sole discretion, and after hearing from the event organizer, may elect to impose a \$500 forfeiture per park rule violation. Nothing in this provision shall limit the City's authority to issue citations for violations of any city ordinance or applicable laws.

### **SOUND AMPLIFICATION**

In Accordance with Brookings Municipal Code 12.25.012, Rules and Regulations Specific to City-Owned Parks, amplified sound and/or music is allowed in City parks provided it is contained within the immediate area of the activity. Event organizers will be required to estimate sound output if musical entertainment is included in the event. If it is determined that the decibel of sound is beyond allowable limits, City management or police department will regulate the sound volume. If the violation continues, event organizers will be provided with notice that their failure to comply with park rules has resulted in revocation of their permit. In lieu of revoking the permit, the City, at its sole discretion, and after hearing from the event organizer, may elect to impose a \$500 forfeiture per park rule violation. Nothing in this provision shall limit the City's authority to issue citations for violations of any city ordinance or applicable laws.

### **VENDORS & EXHIBITORS PERMITS**

Event Organizers shall be held responsible for communicating all park and event rules, regulations and permit requirements to any vendors and/ or exhibitors they authorize to participate in their event. The City will reserve the right to expel from a facility any vendor that the City determines is not in compliance with provisions of the Special Event Park Use Permit or City rules & regulations. The City will report suspected code violations to appropriate regulatory agencies.

### **PRE-EVENT WALKTHROUGH**

**Event Organizer and City will conduct a pre-event walk through at the Event location at least one day prior to the start of the Event. Event Organizer must agree to comply with any additional instructions, site set-up changes and/ or restrictions issued by City that result from this walk through.**

### **ALCOHOLIC BEVERAGES**

Alcohol dispensing will only be allowed at Azalea Park, and only with the appropriate OLCC Temporary Sales/Special Event License or an OLCC Temporary Use of Annual License for an event at an unlicensed location. Applications will only be considered for beer and wine; no spirits or hard liquor. Events at which alcohol will be dispensed are required to make exclusive use of the park. If alcohol dispensing is part of the park permit application, the Security Plan shall include:

- A. A detailed plan (including notations on the Ground Setup Plan) on how Event Organizer plans to manage and separate minor patrons from adult alcohol consumers.
- B. How Event Organizer will check adult patrons' ID.
- C. The number and location of private security assigned to supervise the alcohol service area (the City shall establish the number of security officers required per capita on a case by case basis except where daily event attendance is expected to exceed 2,000 persons and in that event it shall be no less than established OLCC requirements).

- D. How the Event Organizer will comply with OLCC regulations regarding food service for patrons being served alcohol.

Event organizers that authorize the sale of alcohol in violation of these policies will be provided with notice that their failure to comply with the terms of these policies will result in revocation of their permit. In lieu of revoking the permit, the City, at its sole discretion, and after hearing from the event organizer, may elect to impose a \$500 forfeiture. Nothing in this provision shall limit the City's authority to issue citations for violations of any city ordinance or applicable laws.

#### **OTHER APPROVALS AND PERMITS**

Event organizers will be notified that, apart from the requirements set forth in these policies, it might be necessary for them to obtain other permits and approvals in order to conduct their event, including, but not limited to:

- A. Event organizers must require food vendors to obtain a temporary restaurant license from the Curry County Health Department.
- B. Temporary Business License for vendors who do not hold City business licenses.
- C. For any amusement rides, event organizers must obtain inspection and approval of the State of Oregon, Building Codes Division and display a current operating permit for each ride.
- D. An emergency access plan for the Event must be approved by the City. Additionally, the Brookings Fire Department has developed public event requirements which must be strictly adhered to.
- E. No signage may be displayed by event organizers unless a Temporary Sign Permit has been issued by the Community Development Department. No signs will be permitted in the public right-of-way.
- F. An Event Permit must be issued by the City for any parades on City streets or in the public right-of-way and a detailed parade route must be provided.

The City may revoke the permit if the event organizer fails to obtain all of the necessary permits and approvals for any specific activity in which it engages.

#### **AUTHORITY TO SUSPEND OR CANCEL**

In the event that the City Manager, Parks & Planning Manager, Public Works Director, Police Chief, or other City official designated by the City Manager determines that activities conducted under a Special Event Park Use Permit endanger the health and safety of any person, or will cause damage to real property, or that an event organizer has not complied with any of the terms and conditions of the Special Event Policies or Special Event Park Use Permit, the City, through the action of any of the above-named City officials, may suspend or cancel said Permit. The City reserves the right, at its discretion, to suspend or cancel said Permit at any time without incurring any liability to the event organizer whatsoever. The event organizer shall be required to immediately cease all activities and events within the park upon notice of suspension or cancellation of the Permit.

#### **ANTI-DISCRIMINATION/COMPLIANCE WITH LAWS**

Event organizers shall be prohibited from discriminating against any individuals on account of color, race, religion, ancestry, or national origin and to comply with all applicable federal, state and local rules, regulations and ordinances.



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## Summertime in the City: Festivals and Events Risk Management

It's almost summer, which means special events such as festivals, fairs, parades and Saturday markets will soon be happening in cities throughout the state. As cities prepare for summertime events, it's important to include some risk management.

To reduce risk, here are some recommendations for cities to consider during the summer's special event season.

### Special Events Checklist

A city should complete a special events checklist for each event it sponsors. These checklists have various questions pertaining to the type of special event, and samples are available on the CIS Learning Center website. Go to [www.learn.cisoregon.org](http://www.learn.cisoregon.org) and click on the "Resources" icon on the top right hand side of the page. Then, select Festivals/Special Events from the list of topics.

### Special Events Application

CIS recommends that cities have an application process for third-party sponsored events on city property, especially if your city charges for the use of the facility or property. The special events application should outline what type of event will be occurring; whether the third party has insurance coverage; should include a hold harmless/waiver of liability; identify who will be supervising the event and how; and whether alcohol will be served, and if so, whether the organization has liquor liability coverage as well as licensed OLCC servers. Your city should also obtain copies of the third party's certificate of insurance and have the city listed as an additional insured.



### Special Events Coverage

Third party special events held in CIS city-member facilities may qualify for the Tenant User Liability Insurance Program (TULIP). This is a program for CIS members and allows individuals or organizations using municipal facilities for special events to transfer the risk with a low cost policy, protecting both the city and the tenant user. There is an easy-to-use online application that provides an instant quote. Coverage limits are up to \$1,000,000 for general liability. More information on this coverage can be found at [www.cisoregon.org/webportal/trust/Tulip.aspx](http://www.cisoregon.org/webportal/trust/Tulip.aspx).

### Volunteers

Volunteers are often key to the success of city events, but they need special attention. Information about managing volunteers and special events is also available through the Risk Management Library, on the CIS Learning Center website ([www.learn.cisoregon.org](http://www.learn.cisoregon.org)). Click on the "Resources" icon on the top right hand side of the page, and then select Volunteers from the list of topics. If the volunteers are city volunteers, ensure the volunteers are selected carefully for the type of event being held.

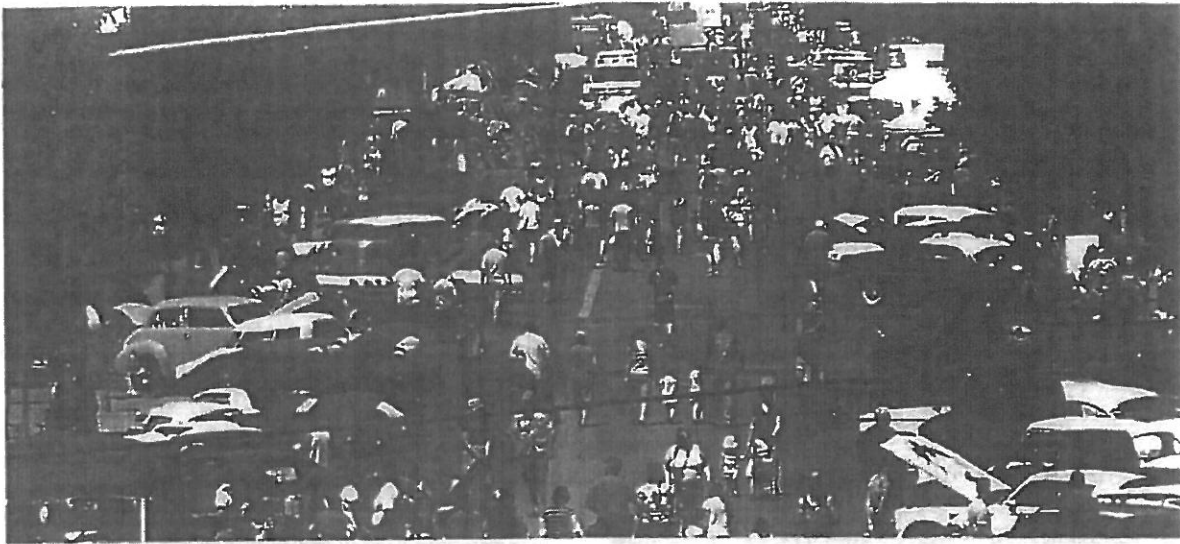
Sign-in sheets must be kept for each event, tracking dates and times the volunteers worked. Ensure that volunteers receive a safety overview prior to the event on risk or safety issues they might face during the event. Verify third party volunteers will be supervised by the third party organization, and that the group will manage any risk to those volunteers.

If you chose to provide workers' compensation coverage to your volunteers, make sure that you maintain rosters and sign-in sheets for each event. CIS has several resources available to members with workers' compensation coverage available on our website, [www.cisoregon.org](http://www.cisoregon.org), under the "Workers' Compensation" menu. These resources include a sample statement of non-coverage for volunteers, sample volunteer resolution, volunteer coverage guidelines and volunteer rosters.

### Insurance Coverage for Third Party Contractors/Event Coordinators

Cities may choose to transfer the risk of the event by contracting the event to another party or contractor, such as for fireworks displays. If your city chooses to transfer the risk in this way, it is important to ensure that all contractors have their own insurance coverage and that the city is listed on the certificate of insurance as an additional insured.





It is very important that you also get a copy of their insurance policy to see what types of exclusions their policy has. For example, a CIS member requested to see a copy of a third party's General Liability Policy to verify their bleachers would be covered. To the member's surprise, they found exclusions in the policy for animals, bleacher collapse, sports participants, mechanical rides, injury to performers, entertainers and participants, and a liquor liability exclusion. When the third party group was asked to obtain a policy that didn't exclude the items that pertained to the event, the underwriters removed the exclusions with minimal increase to the premium.

It's important to be diligent to ensure that the contractor's coverage provides the protection that your city needs.

### **Vendors**

Food vendors at your special event should have their own insurance coverage with the city listed as an additional insured on the certificate of coverage. Verify all food vendors have their state food handlers' certificate and that they are following appropriate hand-washing and sanitation procedures.

### **Events with Alcohol**

Anyone serving alcoholic beverages should be a licensed OLCC server and provide proof of liquor liability insurance. Have alcohol serving limits in place (i.e. arm bands or tokens that can be tracked) to ensure that over-serving does not occur. Security should also be present in the event that someone needs to be escorted from the premises and have procedures in place for contacting law enforcement.

### **Water Concessions, Fountains and Spray Stations**

In hot weather, consider having potable drinking water and/or water concessions to ensure that attendees and participants stay hydrated, and water spray stations where attendees can walk under a spray of water to stay cool.

### **Petting Zoos**

E-coli exposure has been an issue in past petting zoos and events where animals are present. Have appropriate hand washing facilities placed at each entrance/exit of the livestock areas, and ensure you have appropriate signage to ensure that people wash their hands before eating or after leaving these areas.

### **Parades**

Instead of throwing candy from vehicles or animals, have people handing out candy along the sides of the streets to avoid the risk of children running into the street. Ensure that all items handed out are safe and lead-free, and that all animals are clearly separated from noisy vehicles such as fire trucks and police cars. Have an appropriate barrier around the parade route and, if possible, have law enforcement to ensure that cars do not inadvertently enter the parade route. Have appropriate pedestrian pathways established away from the parade route, as well as barriers between the onlookers and the parade vehicles and animals.

### **Bicycle/Running Events**

Routes of the events should be properly marked so attendees do not get off course, and blocked so that vehicles do not enter the course area. Have watering stations at regular intervals so that the participants can stay hydrated, especially on hot days.

*(continued on page 28)*

### Recreational Immunity

By statute, property owners have recreational immunity if they allow others to use their properties or facilities for recreational purposes for free. If your city charges a fee or deposit, typically that immunity goes away. Many times we recommend cities do not charge a fee.

If you are unfamiliar with recreational immunity, information on this topic is also available on the CIS Learning Center website. Click on the "Resources" icon on the top right hand side of the page, and then select Premises Liability from the list of topics.

### Facility Maintenance

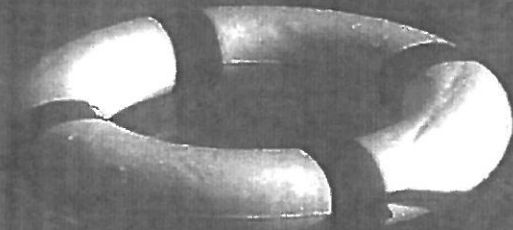
Even if you have recreational immunity, it is still important to ensure that your facilities and properties are well maintained, in good condition, and have limited risk to those using them.

It is also pertinent to have a regular maintenance schedule and inspection checklists for your facilities, properties and any equipment on them. Make sure all bleachers/stadium seating are in good condition, secure, free of splinters or nails poking out, have appropriate hand railing systems, and do not have gaps that would allow small children to fall through.

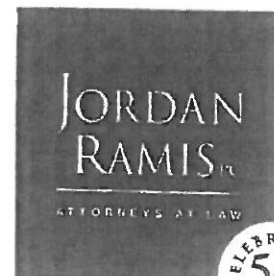
Ensure that any fencing that serves as a barrier between livestock/events and attendees is secure and strong enough to prevent anything from reaching the attendees. Ensure that all participants know the risk of the events and have signed a waiver that they are participating at their own risk. Also ensure that no children or spectators are allowed back where the livestock are held.

### Last But Not Least

Several months in advance of the event, confirm with your city's risk manager (and/or insurance agent) that you are appropriately covered and have all risk management practices in place. If you are a CIS member, contact us as soon as your city decides to have an event at your property to discuss the particulars. We can let you know whether the event or activity qualifies as a unique risk and if additional coverage will be needed. We'll assist with implementing risk management procedures and protocols that will help ensure your event goes off without any injuries or major catastrophes. ■



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