



Sample Special Events Policy

Inception Date: _____

Revision Dates: _____

Approved By: _____

Purpose

To ensure that all special events are conducted with the utmost concern for safety and loss prevention. Special events are important to our organization so they must be conducted in a way that maximizes their benefits while reducing their risk and cost.

Policy Details

1. All events will be carefully assessed for cost, benefits and risk to the organization.
2. Events will be chosen based on prescribed selection criteria.
3. Events will be managed by a responsible and experienced person who will be given full operational authority for the event.
4. All activities at the event will be carefully considered for their potential risk, and any activity that is deemed to be high risk will not be considered.
5. Any events involving alcohol service will conform to our alcohol service policy.
6. All appropriate authorities will be contacted and all regulations strictly followed. Examples include: the municipality, the liquor control board, the fire department, the occupational health and safety authority, the food service authority, etc.
7. Event security and crowd control will be contracted out to qualified, bonded and insured companies.
8. First-aid and emergency response procedures will be in place and strictly enforced.
9. All contractors or service providers will be experienced, qualified and adequately insured, and our organization will be added as an additional insured on their policy.
10. Our insurance representative will be consulted on all events at least 30 days in advance of the event date.

Responsibilities

All employees/volunteers are responsible for abiding by this policy.