

APPENDIX I2

NOTICE OF SPECIAL EVENT – revised August 2014

Cooperative Preschool

North Seattle Community/Technical College

Use FORM A for co-op sponsored events that are NOT part of the regular preschool curriculum and/or may include people not regularly enrolled in the preschool class or college course. (events such as picnics, guest exhibitors at preschool, other family events, rummage sale, concert, puppet show).

Please send FORM A at least 30 DAYS before the scheduled event to your college coordinator (Betty.Williams@seattlecolleges.edu) for approval:

FORM A: Notice of Special Event

Co-op Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of the event: \_\_\_\_\_

Date of event \_\_\_\_\_ Time Event begins \_\_\_\_\_ ends \_\_\_\_\_

Who will be attending this event? \_\_\_\_\_ children attending with parent/guardian
\_\_\_\_\_ adult co-op members \_\_\_\_\_ invited guests \_\_\_\_\_ open to the public

Number of participants expected: Adults: \_\_\_\_\_ Children \_\_\_\_\_

Description of event \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

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- 1. Will a guest exhibitor or guest teacher be coming to the preschool? \_\_\_\_\_ YES \_\_\_\_\_ NO
If YES the college coordinator can contact the OPEP Risk Management Chairperson to determine the risk exposure and if the guest exhibitor or teacher will be asked to request that the co-op be listed as Additionally Insured on the certificate of insurance provided by the guest exhibitor or teacher .
2. Explain any contracts or agreements (if applicable) \_\_\_\_\_

3. Will this event be at a different location? \_\_\_\_\_YES \_\_\_\_\_NO

Name of Facility: \_\_\_\_\_ Contact person: \_\_\_\_\_

Location Address \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

4. Names of organizations, or agencies which are requesting to be named as Certificate Holders and/or listed as Additionally Insured with the cooperative preschools' liability policy (such as School District, City, County, building owner) \_\_\_\_\_ Certificate Holder \_\_\_\_\_ Listed as Additionally Insured

Organization/District Name: \_\_\_\_\_ Contact person: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ FAX \_\_\_\_\_

5. If this event is not to be held at the preschool, will the co-op be organizing transportation?

NO \_\_\_\_\_ participants will self- transport

If YES, explain the mode of transportation to and from the event:

\_\_\_\_\_ public transportation \_\_\_\_\_ carpools \_\_\_\_\_ hired buses

Explain \_\_\_\_\_

6. Is this a Swimming Event \_\_\_\_\_YES \_\_\_\_\_NO

If YES, certified lifeguards must be provided by the facility. Swimming allowed only at a public facility.

7. Is this an athletic/sports event? (Fun Run, Walk-a-thon, etc.) \_\_\_\_\_YES \_\_\_\_\_NO

If YES, contact college program coordinator who can contact the OPEP Risk Management Chairperson to determine if the supplemental Approval Application for Amateur Sports Events will be required. Additional fee may apply. The Approval form is available through the OPEP's insurance agent.

Authorization granted \_\_\_\_\_ Authorization denied: \_\_\_\_\_ date \_\_\_\_\_

College Coordinator's Name: \_\_\_\_\_ date \_\_\_\_\_

OPEP RM Committee Name (if applicable) \_\_\_\_\_ date \_\_\_\_\_

Insurance Agent contacted by college coordinator (if applicable) \_\_\_\_\_ date \_\_\_\_\_

Continue and complete FORM B only when alcoholic beverages are to be served, or included as a raffle/auction item at the event. BOTH FORM A & B must be submitted to the college program coordinator for approval of the event. The college program coordinator must forward FORM A & B and any other required insurance certificates or license to the OPEP Risk Management Chairperson.

**FORM B:  
Notice of Special Event  
with Alcohol Served and/or Fundraising Items Include Alcohol**

**Approval Required from College Program Coordinator and OPEP Risk Management Chairperson at least 45 days prior to the event**

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**IMPORTANT: REFER TO THE OPEP RISK MANAGEMENT MANUAL FOR LIMITATIONS FOR SPECIAL EVENTS**

**Cooperative Preschool employees and members are not authorized to purchase, sell or serve alcoholic beverages for the event.**

However, Cooperative Preschools may:

Hold the event at a restaurant, hotel, or lodge (Elks, Eagles, etc.) that routinely sells and serves alcoholic beverages during business hours (**liquor licensed premises**). The establishment will retain all proceeds from the sale of alcoholic beverages.

or

Hold the event at a facility such as a community center, grange, rental hall, etc. and hire a caterer/bartender who provides evidence of their liquor liability and also lists the host facility and the cooperative preschool as **"Additionally Insured"** on the caterer/bartender's required Certificate of Insurance. **Attach a copy of their certificate with this special event form.**

**Contact the Washington State Liquor Control Board 60 days prior to the event to determine if a Special Occasion License and/or a Raffle Permit is required. WSLCB Raffle Permit is required if auction or raffle items will include alcohol.**

Washington State Liquor Control Board website  
<http://liq.wa.gov/licensing/special-licenses-and-permits>  
Questions call 360-664-1600

8. Are any WSLCB Permits or Licenses required for the event?       YES     NO  
    Special Occasion License       Raffle Permit

NOTE: A Banquet Permit is not sufficient nor is it intended for organizations or fund raising events.

9. Will the event be held at a Liquor Licensed Premises? \_\_\_\_\_NO  
\_\_\_\_\_YES The host establishment will sell, serve and retain all proceeds from alcohol sales.

Name of establishment holding liquor license: \_\_\_\_\_

Contact person: \_\_\_\_\_ phone \_\_\_\_\_

email \_\_\_\_\_

10. Is the co-op arranging for services such as auctioneer, catering, marketing? \_\_\_\_\_YES \_\_\_\_\_NO

\_\_\_\_\_ donated \_\_\_\_\_ volunteers \_\_\_\_\_ hired

Explain: \_\_\_\_\_

\_\_\_\_\_

Hired service provider must provide a Certificate of Insurance listing the cooperative preschool and the host facility as "**Additionally Insured**" for the event. (attach or enclose)

11. Are servers and parking valets required to participate in alcohol awareness programs? \_\_\_\_\_YES \_\_\_\_\_NO

Explain \_\_\_\_\_

12. Will a Designated Driver Program or taxi service be provided for those unable to drive? \_\_\_\_\_YES \_\_\_\_\_NO

Explain \_\_\_\_\_

13. Is there a limit placed on the number of alcoholic beverages purchased at one time? \_\_\_\_\_YES \_\_\_\_\_NO

Explain how the limit is enforced (i.e. tickets are issued)

\_\_\_\_\_  
\_\_\_\_\_

14. Describe the items to be sold, auctioned or raffled (if applicable) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

15. Budget for this event: \$ \_\_\_\_\_ Expected revenue from event (if applicable) \$ \_\_\_\_\_

Based on the information provided by the cooperative preschool:

Authorization granted _____	Authorization denied: _____	date _____
College Coordinator's Name: _____		date _____
OPEP RM Committee Name _____		date _____
Insurance Agent contacted by college coordinator (if applicable) _____		date _____

**REFERENCE: LIMITATIONS FOR SPECIAL EVENTS**

## **F. SPECIAL EVENTS AND FIELD TRIPS**

Special events are co-op sponsored events that are **NOT** a part of the regular preschool curriculum, or that include people not regularly enrolled in the preschool class or college course (i.e. picnics, auctions, guest exhibitor, other family events). (Appendix H)

Field Trips are part of the regular preschool curriculum and will typically be scheduled during the regular class at off-site locations.

**Do Not Sign Waivers:** Neither the co-op or members shall ever sign a waiver of responsibility unless authorized by the college program coordinator. ( i.e. Most gymnastic and bouncy house facilities will require a waiver; therefore will not be approved for fieldtrips or special events.) The host site for the field trip or special event must assume responsibility and liability for the premises and the activities they provide.

Swimming may be authorized if at a public facility with a life guard provided.

Some co-op sponsored events may be uninsurable. It is important that special events be authorized. Please complete the form for special events,

## **G. THE FOLLOWING ARE NOT APPROVED FOR COOPERATIVE PRESCHOOLS and WILL NOT BE COVERED BY THE LIABILITY INSURANCE POLICY:**

- Trampolines
- Co-ops and members may not sign a waiver to participate in gymnastic or tumbling activities
- Inflatables and “bouncy houses”
- Horseback riding
- Animals, other than house pets, are not covered. Other exhibitors of animals must provide evidence of insurance i.e. Reptile Zoo exhibitor
- Incubators to hatch chicks, chicken and other fowl
- Fireworks
- Third party telemarketing, direct mail or internet advertising firms (including spam)
- Any event with greater than 500 people at any one time
- Any event lasting more than 5 days
- Rodeos
- Political rallies
- Events including contact sports
- Carnivals and fairs with mechanical rides
- Firearms
- Aircraft
- Parades sponsored by the co-op are not covered. Co-ops and members may not sign a waiver to participate in a parade. Co-op may not use motorized vehicles in parades. Participation in a parade requires prior approval of the college coordinator.