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:** ____________

   **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.