

Risk Control Tasks to be Completed: Special Events	Yes	No	N/A
Risk Control			
Ensure that the event meets the safety and other requirements deemed appropriate by the authority granting the permit for the event;			
Ensure that grounds, access and vegetation are properly maintained, are clean and sanitary and that the entire event location is safe;			
Ensure that sufficient washroom facilities are provided;			
Work with event organizers, police and other authorities to ensure that there are adequate traffic, participant and spectator controls in place;			
Work with event organizers, fire department and other emergency response teams to ensure that an effective emergency response plan is in place;			
Ensure that all event participants and performers have sufficient insurance or participation waivers in place and that they provide proof of same to the event organizer, naming your club as additional insured;			
Ensure that an effective risk transfer agreement is in place, holding the club harmless from any potential liability emanating from the use of the event location. Consult qualified legal counsel to ensure that such an agreement is in place.			
Finance Controls			
Contact insurers <u>at least four weeks prior to the event</u> to ensure that the event is registered in your club's files;			
Additional liability insurance riders may be purchased locally if deemed necessary;			
If your Club owns or operates the event location, ensure that a facility management reserve fund is established to ensure that the cost of periodic maintenance and component replacement is dealt with over a manageable time frame			