

Risk Control Tasks to be Completed: Bingos and Casinos	Yes	No	N/A
General:			
Carry out regular maintenance and inspections of facility in accordance with Liability Checklist No. 2.			
The following policy should be a checklist in relation to any event in which a gaming manager is engaged:			
Sign a contract with the gaming manager which clearly outlines roles and responsibilities of all parties and the share of funds raised going to the various parties (manager, facility, club, prizes, etc. – usually dictated by local gaming legislation);			
Sign a lease agreement with the owners of the facility where the contract outlines the responsibilities of both parties;			
Obtain appropriate licences for the event being run;			
Check all tables and chairs and other loose furnishings within the facility and remove any unsafe or defective items			
Ensure all entrances and exits are free of any obstructions;			
Post signs indoors “Floor Slippery When Wet” should the weather outside be rainy;			
Ensure Fire Exits are clearly identified;			
Ensure all electrical wires or devices do not obstruct patrons; If the event is held in winter, ensure all entrances and sidewalks are cleared and salted and post signs indoors “Floor Slippery When Wet”. Ensure that all water areas are kept as dry as possible by mopping up any wet area;			
Should any drink spill on the floor, mop up the liquid immediately to prevent anyone from slipping or falling;			
Should any food fall on the floor, clean up the area immediately to prevent anyone from slipping or falling;			
Should anyone be acting in an unsafe manner, advise the individual to refrain or otherwise leave the premises;			
When the event is over, check all tables, chairs, and equipment to ensure that all is returned in good repair. Identify any equipment that was damaged and complete an Incident Report.			
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 file;			
Consider purchasing “no-loss” insurance for each event if the club is not part of a pooled winning arrangement with other organizations;			
Additional liability insurance riders may be purchased locally if deemed necessary;			
If your Club owns or operates the facility, 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			