

Catholic Mutual Group

PARISH/SCHOOL FESTIVAL or EVENT ASSESSMENT FORM

Please complete this checklist as you plan your parish event. This will help to recognize any risks and to help the transfer or management of those risks so that there is less exposure to the parish.

- 1) Have you established an event committee? Yes No

If so, who is the chairperson? _____

*Make sure to record all the names and contact information of your committee members

- 2) Are you signing any contracts? Yes No

Have you had the insurance language in the contracts reviewed by the Catholic Mutual Office? Yes No

*It is important to know what you are signing and to not accept any risk for the parish that it should not be responsible for.

- 3) Is a certificate of insurance requested from an outside entity, City or County before you are granted a permit or use of any equipment? Yes No

*Has a copy of this request, permit or contract been forwarded to the Catholic Mutual Office?
Yes No

All certificates of insurance requests are to be submitted at least 10 days in advance of their due date.

The documents can be faxed to (909) 883-9311 or e-mailed to: rluna@catholicmutual.org.

- 4) Has a site inspection been completed of the event grounds and/or buildings?

Yes No

*Please check for:

- Electrical cords and hoses: All trip hazards and electrical risks addressed. Yes No
- Lighting: Is there adequate lighting for the grounds and all dark areas lit? Yes No
- Hazard areas Identified: with cones, flags or roped off. Yes No
- Debris: Are the grounds clean and measures in place to keep it cleaned and maintained throughout the event. Yes No
- Parking:
 - Is there adequate parking. Yes No
 - Are parking monitors and controls necessary? Yes No

- 5) How is security for the event being handled?

Is there a security plan? Yes No

Are you hiring an outside security company? Yes No

*Has the firm provided a certificate of insurance that names the parish and the Diocese as an additional insured and have they provided \$2,000,000 in general liability coverage on this certificate? Yes No

- 6) Are there outside vendors providing rides, activities or food for this event? Yes No
 * Has each vendor signed the Vendor Hold Harmless/Indemnity Agreement? Yes No
 * Has each vendor provided a certificate of insurance? Yes No
 The requirements are the same as listed under #5.

- 7) Are there First Aid Stations planned? Yes No
 How many and where? _____
 Who will be responsible for the care at these stations? _____
 * They should be easily identified.
 *Blank incident forms should be kept at each station and completed for every incident.

- 8) Will you allow alcohol at this event? Yes No
 If so, how do you plan to handle this risk? _____
 *Are you planning a beer garden area? Yes No
 *Has an alcohol license/permit been obtained? Yes No
 *Do you have security planned for this risk? Yes No
 *How will you handle checking for the minimum age requirement?

- 9) Will you be providing or selling food at this event? Yes No
 *Do you have a person selected to be in charge of the food and cooking equipment?
 Yes No
 *Do you have a record of each piece of equipment, type and owner? Yes No
 ***Have you had all equipment either owned by the parish or an individual inspected and tagged by the local fire department?** Yes No
 *Do you have an adequate enough fire extinguishers available and within easy access?
 Yes No
 *Do you have a controlled area for the food and food handlers? Yes No
 *Do you have a separate eating area from where the food is served? Yes No

- 10) How is the collection of money being handled?

Do you follow the guidelines provided from the Parish Assistance Office? Yes No
 *Security Yes No
 *Selling tickets instead of allowing cash at each booth. Yes No
 *Recording the inventory, expenses and all sales. Yes No
 *Regular pick up of the cash. Yes No
 *Regular deposits of the cash. Yes No
 Please contact the Parish Assistance Office for further guidelines

- 11) Who will be assigned to report any claims? _____
 Please call the Catholic Mutual Office at (909) 886-6001 or fax any incident reports to (909) 883-9311.
 * An incident/accident report is available in the form book provided or you can contact the Catholic Mutual Office for a blank incident report (available in English and Spanish)

- 12) Is a review of the event been planned? Yes No
 *Please have a committee report and review at the conclusion of the event to determine the success and what needs to be addressed before the next scheduled event.