

APPENDIX H2
NOTICE OF SPECIAL EVENT –

FORM A

_____ **Cooperative Preschool**
_____ **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 for approval: CoordinationParentEd@seattlecolleges.edu

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

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**

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 _____