

Events Toolkit



1. General tips for a successful event:

- **Allow Plenty of time:** When planning your event, allow plenty of time in advance of the event for the entire board/community to help out.
- **Network:** contact local businesses, clubs, restaurants, etc. to see if they would donate items for raffles or help provide services for the event.
- **Encourage people to attend:** Remember to give your neighbors a heads up about upcoming events both in person when you talk with them and through post cards, posters, newsletters or meeting announcements.
- **Plan for fun:** Include family friendly activities that will encourage kids and adults alike to participate. Recreation staff may be able to help, see the event & staffing reservation form.
- **Sustainability:** We have portable outdoor recycling kits and durable plates, cups, and utensils available for check out. These kits come in 20 count sets. Indicate the number you need on the equipment reservation form under "Dish Kits".

2. Equipment: All of the items listed below are available in Neighborhood Services and can be reserved by filling out the Equipment and Staffing Reservation form 4 – 6 weeks before your event.

- Canopy (2)
- Sound System (cordless microphone available upon request)
- Supplies (maps, tape, Neighborhood cards, brochures, bike maps, etc.)
- Laptop
- Projector
- Recycling/ Composting kits
- Dish kits (we have 6 kits of 20: plates, cups, bowls, utensils; 1 kit of 50 plates, bowls, cups, utensils)
- Tables, 3' x 6' (2)

3. Staffing: Recreation Services may be able provide staff to help deliver, set up and take down equipment for your event or to help initiate activities that will create a family-friendly and engaging event.

The Eugene Police Department may also be able to provide Crime Prevention Staff to provide information on community safety and offer free bicycle registration.

Costs may be associated with these services depending on staffing, event activities and time of year. Please contact us early so we can help you schedule staff for your event.

4. Planning Events:

- **Insurance:**

Neighborhood association events are not covered under the City's liability protections. Neighborhoods may wish to purchase liability insurance for events. Depending on the size and potential impacts of your event, you may be required to obtain liability insurance.

Liability insurance protects the event sponsor and the City of Eugene from liability associated with 3rd party injury or damage. Insurance is available through K&K Insurance for events taking place on City property or in the right-of-way (see attached Event Liability Insurance flyer). Give Neighborhood Services a call at (541)682-5272 for more information or to see if your event may require insurance coverage.

- **Alcohol:**

Neighborhood Associations may host events where alcohol is available. However, if the event-takes place on City owned property the City requires proof of Host Liquor Liability insurance. All state laws must be enforced including not serving liquor to minors and not serving intoxicated people. Please note that public funds may not be used to purchase alcohol.

Host Liquor Liability coverage is available through the City of Eugene Risk Services using K & K Insurance. Contact Cathy Joseph (541)682-5669) or Jan Bergquist (541)682-5662) for more information. Host Liquor Liability coverage does not cover the sale of alcohol.

If the event is held on private property, Host Liquor Liability insurance may be obtained through most homeowner insurance policies. Contact your insurance agent for more information.

A Temporary Sales License (TSL) is required at all events where alcohol is available and admission tickets are sold, any payments or purchases are required or donations of money are accepted for: admission; membership; club dues; food or a meal; an open house; fundraiser; entertainment function; or other event. If alcohol is available, but there is no payment or purchase required, and no donations of money are accepted for alcohol, or for entry/admission, or for any other product or service, a TSL is not needed. (An example is a wedding reception where alcohol is available, but payment or purchase is not required and donations of money are not accepted.) Contact the OLCC for more information– (800)452-6522 or visit www.oregon.gov/OLCC.

If holding a raffle please note that ORS 471.408(2) allows only a nonprofit or charitable organization that is registered with the State of Oregon to conduct a raffle, and then only a raffle of wine (raffling malt beverages, cider, or distilled spirits is not allowed). Raffle tickets for wine may not be sold to minors because alcohol may not be delivered to the minor if the minor wins.

- **Block Parties:**

If you are considering an event that involves the closure of public right-of-way (streets, sidewalks, etc.) your group will be required to pay for a temporary right-of-way use permit. Permitted closures are typically limited to low-volume residential streets. Coordination with all property owners impacted by the closure is necessary, appropriate signage and traffic control must be provided by the organizers, and provisions must be made for emergency vehicle access.

Contact Public Works staff early in the planning process to determine the feasibility of this type of event for a specific site. Once the appropriate plans and application forms have been submitted, allow a minimum of 10 working days to review and process the application. For more information contact the Permit and Information Center at (541)682-8400.

- **Large Events:**

If your event is very large in scale and/or will involve multiple departments (Police, Public Works, Parks, etc.) please submit an Event Notification Form found on www.eugene-or.gov/specialevents or contact Billie Moser with the Eugene Special Events Team well in advance. She may be reached via phone at (541)682-6347 or via e-mail at billie.c.moser@ci.eugene.or.us.

Large events are generally defined as any event that meets any of the conditions listed below:

- has more than 250 people in attendance;
- involving street, bike path, or sidewalk closures;
- one that affects LTD routes;
- racing or organized walking;
- parade;
- impacts waterways or natural resources

5. Park Reservations: Park reservations are booked on a first come, first served basis. If you are planning an event that will be held at a park and will have more than 20 attendees, you will need to reserve the park via the Parks Reservation Form. If it is an official neighborhood event that your board has approved, someone from your association (preferably a board member) will need to fill out and submit the Parks Reservation Form to Neighborhood Services. If approved, the park reservation fee for your event will be waived.

6. Event Announcements: There are several things you can do to raise awareness about your events and encourage attendance.

- Reach out to your neighbors – share the news of date, time and location of the event and encourage everyone to come!
- Post notices on bulletin boards about the event (both electronically and on local boards in stores and gathering spots).
- Generate written notices (post cards, posters, newsletter announcements, etc.)

- Create PSAs and News Releases to send to the media.
- Network within your neighborhood.

7. Summer Concerts in the Parks: Neighborhood Associations are invited to have a presence at the Hult Center's "Concerts in the Parks" series by setting up a table where you can help promote your association and connect neighbors with your executive board and neighborhood activities. This is a great opportunity to reach out to your neighborhood. Please see the summer concerts schedule at: www.eugene-or.gov/summerinthecity. Identify the concerts or events that your association would like to participate in on the ***Equipment and Staffing Reservation*** form.

8. Event Funds:

Each neighborhood association is authorized to spend up to \$400 or 3% of their annual allocation, whichever is greater, to cover event-related expenses (picnics, cleanups, block parties, etc.). Consult the Guidelines for Use of Neighborhood Public Information Funds for more information. *Prior* authorization from Neighborhood Services is required to guarantee coverage of event expenses.

Associations can request reimbursement for money spent or to have a check issued in advance of the expenditure. Requests for funding must have the signature of the chair or president of the association. The minimum processing time for advance funding requests is two weeks and the minimum time for reimbursements is one month.

You will need to attach receipts that show an itemized list of the actual purchase and cost as part of the reconciliation. Reconciliations should be submitted to Neighborhood Services within 30 days of the event. The form for requesting advances or reimbursements is included in this packet.

Neighborhood Services staff are available to help you plan, promote, fund and implement successful neighborhood events. Contact Cindy Clarke for assistance at (541)682-5272 or cindy.j.clarke@ci.eugene.or.us

Included in this document:

- Equipment & Staffing Form
- Parks Reservation Form
- Financial Form for reimbursement or request to process a check
- Event Liability Insurance information
- Volunteer Protection Act Information

Equipment Agreement



Items checked out must be returned on time and in the same condition as when checked out. See Terms of Use Agreement at bottom of page.

Today's Date: _____

Name of organization/group: _____

Contact Name: _____ Telephone Number: _____

E-Mail: _____

Name and Type of Event: _____

Date(s) of Event: _____ Time: from _____ to _____

Event Location (include address): _____

Coordinator name (if different than above) _____

Telephone _____ E-mail _____

Requested staff/equipment/supplies (*check all boxes that apply and enter quantity if applicable*):

<input type="checkbox"/> Canopy (2 available) _____	<input type="checkbox"/> Table (2, 6' available) _____	<input type="checkbox"/> Recycling/Compost Kits _____
<input type="checkbox"/> Dish Kits (sets of 20, 6 avail.)	<input type="checkbox"/> Sound System <input type="checkbox"/> extra mic	<input type="checkbox"/> Easel (3 available) _____
<input type="checkbox"/> Lg Dish Kit (set of 50)	<input type="checkbox"/> Laptop	<input type="checkbox"/> Projector
<input type="checkbox"/> Other (NA business cards, City brochures, bike maps, etc.) _____		

<input type="checkbox"/> Recreation Staff/Circus Arts (cost varies; must be coordinated in advance; subject to availability: call 541-682-5272 to coordinate)		

*******TERMS OF USE AGREEMENT *******

All items must be returned on time, clean, and in the same working order in which they were checked out. Responsible parties may be held liable for damages to equipment. Dishes must be sanitized in a dishwasher and returned dry and ready for the next use.

ALL ELECTRONIC EQUIPMENT must be returned with all cords, software, accessories, and manuals intact. New software may not be installed or documents saved on laptop. Please use thumb drive or other external storage device for saving or storing documents.

(continued on other side)

Who will pick up supplies: _____ on (day) _____ at
(time) _____

Supplies will be returned on (day) _____

By signing this agreement I agree that all items borrowed will be returned in the same condition as when picked up; that all items will be returned on the date indicated above clean and ready for the next group to use. (*see Terms of Use Agreement on previous page)

Signed: _____ **Date:** _____

Representative of _____ Neighborhood.

Internal Use

Comments: _____

ITEMS WERE RETURNED ON DATE: _____

Condition:

- Satisfactory, ready for next use
- Incomplete or missing items. Explain: _____
- Not clean or ready for next use. Explain: _____



PUBLIC WORKS DEPARTMENT PARKS AND OPEN SPACE DIVISION

Neighborhood Association

PARK RESERVATION FORM

**Please return this form to: The Neighborhood Office, 99 W. 10th Ave., Eugene, OR.
(541) 682-5272 (voice) (541) 682-5221 (fax)**

** Note: Your reservation can not be confirmed until this form is completed and returned**

1. Date: _____
2. Name and Type of Event: _____
3. Date(s) of Event: _____ Time: from _____ to _____
4. Requested park, open space, or park facility (be specific):

5. Name of Neighborhood Association: _____

Contact Name: _____ Telephone Number: _____
6. a. Will food be served at your event? Yes No
- b. Will alcoholic beverages be served at your event? Yes No
- c. Will you need to erect any type of tent or other structure for your event? Yes No
- d. Will your event include amplified sound for more than two hours? Yes No
- e. Estimated Attendance: _____

Internal Use

Public Works Department - Parks and Open Space Division

Department/Division: Neighborhood Services, CMO Atrium

Contact Name: Cindy Clarke x5272 or _____.

E-Mail Address: cindy.j.clarke@ci.eugene.or.us or _____.

The reservation is: Pending; additional information is needed

Accepted

Cannot Be Accepted

****All Park and Open Space Rules Apply***

Comments:

Reviewed by:

Date

Attention Facility Renters and Lessees

Event Liability Insurance

Commercial General Liability Insurance Coverage

is available through

The City of Eugene
Risk Services

**Coverage includes: Premises & Operations, Contractual
Liability, Personal Injury and Host Liquor Liability Coverages**

Limits \$1 Million per occurrence

The City of Eugene is named as an additional insured

Insured by K & K INSURANCE

1712 Magnavox Way

P.O. Box 2338

Fort Wayne, IN 46801-2338

(800) 553-8368 Fax: (260) 459-5624

www.kandkinsurance.com

Exclusions Include, but are not limited to: Aircraft/Hot Air Balloon, amusement devices, including but not limited to, any mechanical or non-mechanical ride, water slide, slide, pony rides, moonwalk or moon bounce, bungee (does not include video arcade or computer game), animals, employment related practices, fireworks, motorized vehicles/motorcycles/watercraft, powerboat for racing speed, demolition or stunting activities, performers, and rodeo activity.

FOR MORE INFORMATION, CONTACT:

CITY OF EUGENE RISK SERVICES

101 EAST BROADWAY, SUITE 450, EUGENE, OREGON 97401

Cathy Joseph, 541-682-5669 or Jan Bergquist 541-682-5662

Event Liability Insurance

Program Eligibility: This program is available to Tenant Users of select City of Eugene Facilities upon review of the enrollment form and approved by K&K Insurance Group. Tenant Users of select City of Eugene Facilities desiring coverage through this program will submit an enrollment form and corresponding premium payment to Risk Services. Enrollment forms completed by tenant users are remitted to K&K prior to the event date(s). K&K will review the event (s) prior to processing to establish program eligibility. A certificate of insurance will be issued by K&K to each insured tenant user as evidence of coverage. A copy of the full policy would be available to any insured tenant user from the program administrator upon request.

Coverage:

General Aggregate Limit	\$3,000,000.00
Products Completed Operations Aggregate Limit	\$1,000,000.00
Personal and Advertising Injury Limit	\$1,000,000.00
Each Occurrence Limit	\$1,000,000.00
Damage to Premises Rented to You Limit	\$ 300,000.00
Medical Expense Limit	\$ 5,000.00
Deductible	NONE

Host Liquor Liability is included In the occurrence limit

Rating/Premium: Premium is based on the total attendance for your event. The total attendance is to be determined by counting all persons attending each session and/or each day of the event.

TOTAL ATTENDANCE	CLASS 1 – PRIVATE INVITATION	CLASS 2 – OPEN TO THE PUBLIC
200 or less	\$135.00	\$165.00
201 - 750	\$165.00	\$195.00
751 - 1,500	\$230.00	\$306.00
1,501 – 3,000	\$414.00	\$533.00

(Subject to underwriting review, additional premium may result based upon information provided)

- Maximum number of consecutive event days (not including setup or tear down) is 10. Event days are to be consecutive
- Event is held at a single location.
- Event is held at an owned/registered location

This is only a very general reference to what coverage the insurance policy will provide, and is not intended to attempt to describe all of the various details pertaining to the insurance. Actual coverage is detailed in the policy of insurance and is always subject to all terms, provisions, conditions and exclusions as contained therein.

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