

Special Event Tips

Special events are a great way for LARM members to foster a sense of community, increase the quality of life for residents, bring awareness to local businesses, and attract visitors, but they also can pose some challenges for communities. Use these tips to help make sure everything goes smoothly and liabilities are limited.

Make sure any group or organization that uses city property for its event provide a Certificate of Insurance and Hold Harmless Agreement as a method of protecting it from potential claims or lawsuits. The group needs to have an insurance policy naming the city or village as an "Additional Insured" under the Certificate of Insurance.



Make your local law enforcement aware of plans as soon as possible. Doing this allows them to be involved with event planning, participate in the event if desired, and adjust schedules to allow for extra patrol and presence in the area during the event.



Involve local fire and rescue so that they can be prepared or on scene for general welfare, medical emergencies, or possible hazards like fireworks.

When planning the event, review your policy for specific coverages and exclusions. Be aware that some events need special coverage. Examples include but are not limited to:

- Fireworks
- Bounce Houses
- Petting Zoos
- Beer Gardens / Alcohol distribution



If you have any questions contact LARM at 402-742-2600. Other resources, such as a Special Event Checklist, are also available at larmpool.org.

