

NOTICE OF SPECIAL EVENT

Use this form for co-op sponsored events that are NOT part of the regular preschool curriculum or include people not regularly enrolled in the preschool class or college course (events such as picnics, auctions, guest exhibitors at preschool, other family events). Only with prior approval by the college coordinator and authorization by the state OPEP Risk Management Committee may alcoholic beverages be served or sold at any preschool FUNDRAISING EVENTS. Requirements are listed on Part B of this form.

Please send this form AT LEAST 30 DAYS before the scheduled event to your college coordinator for approval:

Part A : Notice of Special Event

_____ Cooperative Preschool _____ Community/Technical College

Co-op Contact Person: _____ Phone: _____

Name of the event: _____

Description of event: _____

Location: (name of facility) _____

Address: _____ Phone: _____

_____ Email: _____

Date of event _____ Time Event begins _____ ends _____

Number of participants expected: Adults: _____ Children _____

Cost of event: _____ Expected revenue from event (if applicable): _____

Items to be sold (if applicable) _____

Contracts or agreements (if applicable) _____

Evidence/Certificates of Insurance (if applicable) term/dates: _____ Amount of coverage \$ _____

Mode of transportation (if applicable): _____

Swimming allowed only at a public facility.

Is this a Swimming Event- _____ If yes, certified lifeguards must be provided by the facility.

Names of organizations, agencies or schools which will need to be named as Certificate Holders and/or additionally insured with the cooperative preschools' liability policy (such as City, County, building owner)

Part B : Requesting Authorization For Serving of Alcoholic Beverages at a Cooperative Preschool Fundraising Event

Cooperative Preschools are not authorized to hold a Liquor License or Banquet Permit allowing service of alcoholic beverages. Cooperative Preschool employees and members are not authorized to serve or sell alcoholic beverages. However, Cooperative Preschools may:

- ✱ Hold the event at a facility such as a community center, grange, hall, etc. and require evidence of their liquor liability.
- ✱ Hold the event at a restaurant, hotel, or lodge (Elks, Eagles, etc.) that routinely serves liquor during business hours.

Name of caterer, bartender, or establishment holding liquor license: _____

Address: _____ phone _____

_____ email _____

IMPORTANT: Attach a copy of the Certificate of Insurance from the contracting party.

Are servers, bartenders, and parking valets required to participate in alcohol awareness programs? _____

Does the facility/caterer provide a Designated Driver Program or escort service to provide for those unable to drive? _____

Explain how the attendees' ability to drive will determine: _____

Is there a limit placed on the quantity of alcoholic beverages purchased at one time? _____

Explain how the limit is enforced (i.e. tickets are issued) _____

Based on the above information provided by the cooperative preschool:

Authorization granted _____	Authorization denied: _____	date _____
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College Coordinator's Name: _____	OPEP RM Committee Name _____
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