

**S**ummer is right around the corner, which means parishes are gearing up for their annual festivals, carnivals, fairs and picnics. While each event is unique, they share common problems that should be avoided.

We recommend employees and volunteers associated with festival planning take Catholic Mutual's *Safe and Successful Parish Festivals* training, at <https://www.opustrainingcenter.com/cm/> . Additionally, here are a few tips to help you execute a safe and fun festival.

**Vendors** – If outside vendors are to be used (i.e. ride and game vendors; tent companies; security companies; caterers; medical service vendors, etc.), a certificate of insurance must be obtained from them documenting general liability coverage in the amount of \$1,000,000 per occurrence. It is very important to ensure this certificate names your parish/school and your Diocese as an “additional insured”. All vendor contracts should be thoroughly reviewed prior to signing as most “hold harmless” or “indemnification” clauses in these contracts are unfavorable to the parish/ diocese and contract modifications may be needed. Catholic Mutual can assist in reviewing your contracts prior to signing; however, please allow at least 10 business days for review.

**Parking** – Adequate lighting is very important to help provide a safe parking lot. Temporary lighting may need to be installed, especially in a field or paved area that is not normally used during evening hours. Signs should be placed at parking entrances indicating “The parish will not be responsible for damaged or stolen vehicles”. It is also a good idea to provide volunteers to patrol the parking areas as vandals are often deterred by the presence of other individuals in the area.

**Alcohol** – If beer or other alcoholic beverages are sold, it is recommended that you limit consumption of these beverages to a specific area, such as a “beer garden” atmosphere. Security should be placed at all entrances and exits to the beer garden. Security should be responsible for checking ID's to ensure all patrons are 21 years of age or older. Experienced bartenders should be used to serve the drinks and they should not be allowed to consume alcohol while working behind the bar. A preexisting plan should be in place for those who have had too much to drink. Alternate transportation should be available for these individuals. The bar should be closed at least one hour before the event concludes.

**Money** – The use of tickets or tokens rather than cash is recommended. Cash should be collected from festival stands at regular intervals throughout the event. Groups of three or more individuals should be in charge of transferring cash from the stands to a centralized location. Cash stored at the centralized location should be kept in a locked safe guarded by security. Always have cash counted and recorded by more than one person. If a large amount of cash is deposited at the bank, we recommend asking the local police to assist you, especially with a late night deposit.

**Have fun!** – With good planning, we hope your festival is a safe, enjoyable and profitable event.