General Counsel & Risk Management for Your Events
Event Coordinators' Network Brown Bag Lunch
October 25, 2016
Time is of the essence.

Will we serve alcohol?
Will we need transportation?
What vendor contracts are needed?
Is this an event for minors?
Will we need waivers?
**Vendor Contracts**

An agreement that binds the parties to perform responsibilities.

- **When are contracts required?**
- **When do contracts need to be reviewed?**
  - All contracts that:
    - require Villanova to provide indemnification or insurance to an outside party
    - involve members of the University community or third parties are engaging in high-risk activities
    - involve the use of Villanova facilities
    - contain terms regarding intellectual property or trademarks, copyrights, etc.
    - involve the lease or purchase of real estate
    - involve Villanova providing off-campus educational programs

- **Who can sign a contract?**
  - Villanova University Signing Authority and Contract Review Procedure (found by searching ‘signing authority’ on the Villanova home page)
Vendor Insurance Requirements

• When is an insurance certificate required?
  • Vendors on campus
  • Venue contracts requiring Villanova vendors to provide insurance certificates
  • Vendors providing service requiring a special license
  • Work that poses an environmental risk
  • Vendors with access to Villanova’s network or data

• What are our insurance requirements?
  • Caterers
  • Entertainers
  • DJs
  • Audio Visual Companies
  • Photographers
Serving Alcoholic Beverages

- If alcoholic beverages may be served at the event, consider whether:
  - For off campus events, the venue or caterer has a liquor license and liquor liability insurance
  - For on campus events, a catering or other permit may be required

If alcoholic beverages will be served, is the event on campus or off campus?

- **On campus** – Will there be any charge or requested donation?
  - Yes
    - If the event is not at the VU Conference Center, a permit is likely required. Contact VU Dining Services ASAP.
  - No
    - A liquor license or catering permit is likely not required.

- **Off campus**
  - The venue or caterer must have a liquor license/permit and liquor liability insurance.

Who can serve?

- No minors
- In PA, must be RAMP trained & certified
- Consider risks of illegal or irresponsible service
Transportation

• Does Villanova have transportation companies that are already approved?

• When do I need to use a Villanova preferred or approved transportation company?

• What are the criteria Risk Management uses to vet a transportation company?
  • US Department of Transportation Safety Rating
  • Approved Insurance Certificate
  • Signed Transportation Rider
**Participant Waivers**

- Events with inherent risk of injury (moonbounces, carnival rides, athletic-type events) on or off campus
- Events with minors on campus
- For any photos, videos, etc. that Villanova would like to use
- Trips- Voluntary field trips, voluntary services trips, international trips
- Participation in Intramural/Club Sports
- Participation in internships when the company requires Villanova to indemnify for claims

**Record Retention**
- Minors (those under 18 years of age)- Signed by participant and parent/legal guardian- 50 years
- Non-minors- Signed by participant- 3 years
Other Topics to Consider

For Events with Third Party Use of Villanova’s Facilities
- Facility Use Agreements – Even if there is no fee or charge
- Waivers
- Notice to University Offices & Resources

For Events Involving Minors
- Minors on Campus Policy – See University Compliance Office Webpage
- Child Abuse Reporting Policy – See University Compliance Office Webpage
- Training & Clearances

For Events with Photography or Videography
- Speaker Releases
- Participant Releases
Questions?