



# Richmond Redevelopment & Housing Authority

## Special Event Procedure

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# Section 1: Introduction

Third parties or outside organizations often have a desire to use facilities or vacant land owned by RRHA. Limited time use of RRHA properties are considered Special Events, and certain steps must be taken in order to ensure proper approval, and that RRHA's interests are protected. This Special Event Procedure outlines those requirements.

# Section 2: Application Requirements

Third parties who wish to use RRHA properties for a Special Event must contact the Executive Office in writing at least 30 days prior to the expected date of use. The written notice must state the date of the event, start and end time of the event, exact location(s) for desired use, reason for use, and if applicable the name of event, as well as total expected attendance to include participants as well as vendors and workers. An individual contact person must be listed who (if applicable) is authorized to speak or make decisions on behalf of the organization, and if necessary sign a contract. The request must also indicate if RRHA will be expected to sponsor the event. Please see Appendix for a form that can be used by third parties for a Special Event. The Executive Office will make the decision at their sole discretion whether to authorize the use of RRHA property and whether to sponsor the event. Risk Management must be notified of all Special Events and will obtain Special Event General Liability coverage from RRHA's insurer.

# Section 3: RRHA Sponsored Events

If RRHA chooses to sponsor a Special Event, this means RRHA will assume the liability for the event. Depending on the type of event, this may require taking on much of the planning arrangements and costs, providing security, approving vendors, and entering into multiple contracts, among other potential responsibilities. It is encouraged that the only Special Events to be sponsored by RRHA are events that directly benefit RRHA residents, are small in scope, do not have any vendors, and do not require any written contracts, such as Tenant Council meetings.

For RRHA sponsored events, the necessary arrangements for contracts and insurance will be determined by and coordinated between the Executive

Office, Risk Management, and the department that manages the property to be used for the event.

## Section 4: Non-RRHA Sponsored Events

If a Special Event is approved and is not sponsored by RRHA, the organizer of the event must enter into a contract with RRHA. The contract is to state the date, time and location of the event, and that the organizer, whether a for-profit company, charity, or individual, is solely responsible for the organization of the Special Event, as well as all participants and any associated liability. The contract also stipulates that the organizer is to return the property to RRHA in the condition it was found, and is not to earn a profit on the event based upon any use of RRHA property.

Finally, the contract states the organizer will waive any liability against RRHA as well as provide their own insurance for the event. Many organizations may have their own existing insurance that will cover a Special Event. For individuals, or those organizations that do not have existing insurance, Special Event insurance must be obtained. It is up to the event organizer to procure this insurance on their own, RRHA can not direct an organizer to any particular coverage, only suggest they contact an insurance agent.

The contract must be signed and returned to RRHA for review at least 10 business days prior to the event. Organizers must provide a Certificate of Insurance to RRHA with their signed contract. The contract and Certificate of Insurance is to be distributed to the Executive Office, Risk Management, and the department that manages the property to be used for the event.

## Internal procedures:

COI and endorsement will be held by:

Final approval needs to be routed to:



# Instructions for Special Event Organizers

Initial approval only means you can proceed. A contract is required for the actual event to take place.

# Special Event Application

Name of Coordinating Organization:

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Coordinating Organization's address:

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Contact Name and Phone:

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Exact location of event:

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Date of event: \_\_\_\_\_ Start and end time of event: \_\_\_\_\_

Name of event:

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Reason for event:

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Expected number of:

Event workers: \_\_\_\_\_ Attendees: \_\_\_\_\_ Vendors: \_\_\_\_\_

List expected type of vendors:

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Do you wish for RRHA to sponsor this event: yes \_\_\_\_\_ no \_\_\_\_\_

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**RRHA use only:**

Date application received: \_\_\_\_\_

Special Event Approved: yes \_\_\_\_\_ no \_\_\_\_\_

RRHA Sponsorship Approved: yes \_\_\_\_\_ no \_\_\_\_\_

# Special Event Contract

To be used for non-RRHA sponsored events.

Richmond Redevelopment and Housing Authority ("RRHA") hereby allows

\_\_\_\_\_ ("Organizer") the use of property located at \_\_\_\_\_ ("The Property"), on the date of \_\_\_\_\_, between the times of \_\_\_\_\_, for the use of a Special Event to be named \_\_\_\_\_, ("Event") subsequent to the following agreement.

Organizer understands and agrees that all planning, associated costs and other burdens of Event are fully and solely the responsibility of Organizer. If required, Organizer will procure all necessary permits and licenses required for Event. Organizer will fully comply with all laws and ordinances, and likewise ensure Event and associated activities comply as well. Organizer is to protect all private and publicly owned property located within The Property and return The Property in condition no worse than of that previous to Event. Organizer will be responsible for picking up trash, debris, and any damage that is caused to The Property. Organizer agrees there will be no consumption of alcohol allowed on The Property. Organizer shall not earn a profit in relation to use of The Property, and agrees not to charge participants or vendors money for Event in any amount greater than that of otherwise uncompensated Event expenses.

RRHA does not warrant the condition or safety of The Property. RRHA reserves the right to cancel Event at any time for any reason, at its sole discretion. In the event of cancellation by any party, RRHA is not liable for any expenses or damages incurred by Organizer. Organizer is responsible for and agrees to assume all liability for any damages caused to or by any and all subcontractors, workers, volunteers, participants and vendors in any way involved with Event. Organizer is further responsible to ensure all subcontractors and vendors participating in Event are properly licensed and insured.

To the fullest extent permitted by law Organizer hereby assumes any and all liability for Event. Organizer shall defend, indemnify and hold harmless RRHA and all of its officers, directors, agents, employees and volunteers from and against any and all liability, loss, claim, suit, damage, charge or expense including attorneys' fees which RRHA and all of its officers, directors, agents employees and volunteers may suffer, sustain, incur or in any way be subjected to, on account of death of or injury

to any person (including, without limitation, RRHA officers, directors, agents, employees, volunteers, licensees and invitees) and for damage to, loss of, and destruction of any property whatsoever, which arises out of, results from, or is in any way connected with actions allegedly or actually taken by the Organizer or arising from Event, or which occurs as a consequence of any negligence, omission or misconduct of Organizer and any of Organizer's subcontractors, agents or employees in the performance of Organizer's or any of its subcontractors, agents or employees in Event, regardless of whether such loss or expense is caused in whole or in part by a party indemnified hereunder, unless such acts constitute gross negligence or intentional misconduct. RRHA reserves the right but not the obligation to participate in the defense of any action, without relieving Organizer of any obligation hereunder.

Organizer shall maintain, at its sole expense, general liability insurance covering The Property and Event for the amount of no less than one million dollars (\$1,000,000.00). Any use of vehicles on The Property will require auto liability insurance. RRHA reserves the right to require additional types or levels of insurance as nature of Event may dictate. Insurance must waive subrogation against RRHA and all of its officers, directors, agents, employees and volunteers. RRHA must be properly endorsed as an additional insured to insurance covering Event. Prior to any use of The Property or commencing of Event, Organizer shall have all required insurance in effect and deliver to RRHA all endorsements and certificates of insurance evidencing coverage as required herein. Such certificates and endorsements as proof of insurance are approved at the sole discretion of RRHA and must be approved prior to Event. The coverages, limits and endorsements required herein protect the primary interests of RRHA, Organizer agrees in no way should the coverage, limits, or endorsements required be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect Organizer against any loss exposures, whether as a result of Event or otherwise.

Organizer is permitted use of The Property for set up or clean up purposes for a reasonable time prior to and immediately following Event. However no use of The Property is allowed until this agreement is executed and RRHA has approved required insurance. Organizer agrees its obligations under this contract shall survive Event or termination of this agreement.

Agreed to by

Richmond Redevelopment & Housing Authority (RRHA)

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Carol Jones-Gilbert, Chief Operating Officer

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Date

\_\_\_\_\_  
Cory Wolfe, General Counsel

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Organizer)

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date