

# TNT Special Project Event Requirements

*\*Read and Sign at the bottom\**

## 1) What you need to submit:

- 1) **Project Proposal Form:** The event organizer is required to submit a project proposal form.
- 2) **Budget:** As detailed as possible.
- 3) **Event Requirement Form:** sign at the bottom of this page.
- 4) **Proof of Insurance.**
- 5) **Permits** (where applicable).

**2) Insurance:** *When planning an event the project budget must include the cost of a liability policy, (estimated \$400-\$500).* The insurance policy must list Tomorrow's Neighborhoods Today, Inc. as additionally insured.

TNT Sector should include insurance requirements for all hired groups and the food vendors and require certificates of insurance. Each group/vendor should have General Liability limits of \$1,000,000 per occurrence and \$2,000,000 aggregate and should be naming TNT as an additional insured on their policies and show this on the certificate.

\*\* Events are usually held on city property, in which case, the city has to be notified and certificates of insurance will be required by the city.

**3) Documentation:** TNT requests images of the event to share with the TNT group in which it was funded as well as through social media and its webpage.

**\*\* If documentation is not submitted, you will not be eligible for funding in the next round.**

The sector person(s) responsible for the project must sign and date below. By signing, you attest that you have read through this document and will follow the project guidelines.

Person(s) Responsible \_\_\_\_\_ Date \_\_\_\_\_

**Below is TNT's planning guide to assist event planners.**

Event criteria for entertainment, food and music

1. Event organizer will contract with performers for the event.
2. Event organizer will have a volunteer sheet with
3. Event organizer will contract with Food Vendors.
4. Event organizer will contract with City of Syracuse for any police presence for crowd control.
5. Event organizer will contract with Syracuse Parks & Rec. Department for stage.
6. **Insurance** related items:  
**Events will not be funded without proper proof of insurance. If you need help obtaining insurance coverage for your event, please contact the TNT Operations Manager.**
  - a. Event organizer should check with all food vendors to be sure that they have a Health Dept. Certificate.
  - b. Event organizer/TNT Sector should decide if they would have a rain date. If so, need to determine how to notify public. Also need to determine the cost outlay to see if they are willing/able to assume the loss or want to purchase a special event policy with coverage for cancellation due to weather.
  - c. Event organizer/TNT Sector needs to check the area for safety to be sure that all electrical cords are covered so that no one can trip, If crafters are included, Event organizer needs to be sure that there is adequate space between the crafter's areas to avoid falls especially if tents are set up as the tent stakes and ropes can extend out into walkways if there is not adequate space.
  - d. TNT sectors will be responsible for following up on the event so it meets criteria.

**\*\*Securing certificates of insurance from vendors for liability insurance having \$2 million aggregate, \$1 million per occurrence**