

Robert J. Shannon, Jr.
Township Administrator

TO: FIREWORKS COMMITTEE
FROM: Robert J. Shannon, Jr., Township Administrator
DATE: July 14, 2014
RE: RISK MANAGEMENT TECHNIQUES REQUIRED FOR THE ADDITION OF A
"BEER GARDEN" AT THE FIREWORKS DISPLAY

Please recognize that insurance is not a substitute for a thorough and complete commitment to managing risk. The Township Committee has consented to a one-day liquor license for this event if the below listed risk management techniques are implemented and thoroughly performed.

The below risk management techniques are from 1) guidance I received from the Wyckoff Municipal Risk Consultant and 2) information I received from the JIF Safety Consultant contained within the MEL Management of Special Events Booklet and the FEMA Special Events Contingency Planning document.

Risk Management Best Practices Required

1. Obtain a one-day liquor license from the NJABC Commission.
2. Enclose the area of the event where beer is to be sold and consumed.
3. Once a person enters the enclosed area (Beer Garden) where beer is to be sold, do not let them exit with the beer in their possession.
4. Have toilet facilities inside the Beer Garden where beer is sold and consumed.
5. Be alert for folks who may be inebriated before entering the enclosed area or for folks who have already been consuming alcohol because they may reach a point where they no longer should be served because they are inebriated.
6. Train staff not TO serve folks who are inebriated or become inebriated.
7. Limit the time beer is served.
8. Consider providing folks in the area beer is served with wristbands to distinguish them from others attending the fireworks.
9. No minors allowed in the Beer Garden; especially sons and/or daughters of firefighters.
10. Inspect every person's driver's license that enters the Beer Garden.
11. Police Chief Fox will assign a Detective before the date of the event to train the Wyckoff Fire Department volunteers who will verify license photo match the person and relevant dates for 21 years or older.
12. Specific volunteers of the Wyckoff Fire Department must be assigned as security for the Beer Garden perimeter security to prevent folks from entering and leaving other than through the gate. These volunteers are to have no other responsibility other than acting as security for the Beer Garden.
13. One (1) volunteer shall be assigned as security/monitor of all cash transactions and be located at the register during the entire period the Beer Garden is operating.
14. The Beer Garden shall be limited to specific hours – suggested – 6 pm until fireworks finale.

Robert J. Shannon, Jr.
Township Administrator

RJSJr:eb
cc: Township Committee
Robert E. Landel, Township Attorney

Beer garden/riskman071414.fid

THINK SAFETY – ACT RESPONSIBLY