

## Denver Regional Fund

### Tier 3: Full Underwriting Support Requirements

(No funding cap, in lieu of 60/40 split of revenues in favor of DRF)

#### Goal

To provide broad financial support along with oversight for projects which intend to generate revenue. Funds can be used to purchase event insurance, venue space, and provide art grants.

#### Required Documentation

In order for the DRF to provide financial support for a community project, the following documents must be submitted. Ideally, these things would be received at least 6 months before the event.

1. Date, time(s) and location for event
2. Timeline including a drop dead date (go/no go decision), ticket sales, art grants, permits
3. Budget Within 10% (If budget is going over 10% further approval from the DRF is required)
4. Insurance quote ready to be purchased
  - a. General liability up to \$2M? 1M/2M general liability
  - b. Waiver of subrogation?
  - c. DRF, Burning Man Project, (660 Alabama St, San Francisco, CA 94110) need to be additional named insured.
5. Venue contract
  - a. Liability should be shared between venue and event (If the venue has any type of involvement--such as bar, gate, etc.)
  - b. Bar guarantee or rental cost
  - c. The venue services listed should be understood by both parties - ie trash, bartending, parking.
  - d. Principal terms of the agreement must be approved by DRF before contract language is requested. A copy of the proposed written agreement must be presented to, approved and finalized by DRF prior to signature.
  - e. Please be aware that, as a co-signer, the DRF will work as a partner with you to negotiate agreeable terms. The venue form document will likely be substantially negotiated before signature.
6. Safety policies and plans
  - a. Basic venue map including safety services, stages/sound, portos and perimeter.
  - b. Evacuation routes and diagram
  - c. Safety roles descriptions and schedule - Rangers, Fire (suppression and permitting), fire performances, Placement, Safety
  - d. Incident Command System outline and responsible parties listed
  - e. DRF named in waiver (example [here](#)) collected twice: at ticketing and onsite
  - f. Safety policies and plans for art that includes fire and/or may be climbable, based on at least the requirements of contract and insurance policy.

- g. Persona non grata plan. How are you identifying and restricting predatory participants/ticket purchasers? There may be outcomes from the Consent Committee to serve as best practices, soon.
7. Permits
    - a. City
    - b. County
    - c. Fire (art & performance)
    - d. Liquor, special event, street closure, cabaret, food/food trucks
  8. Liquor plan
  9. Leave no trace plans
  10. Food plan, if providing
  11. Names, relationship (contractor, employee, volunteer) and contact information for essential team members responsible for specific roles of the event production.
  12. Art Grant process and related safety plans. The DRF will have a waiver for use with art grant recipients which should be updated to include event-specific details.
  13. Requested funding amount, delivery method(s), and timeline
  14. Ticket vendor, policies, payout method(s) and schedule
  15. Signed agreement with the DRF with the terms of the financial support
  16. Additional plans and information, as requested by DRF on a case by case basis