

Things to remember when

RUNNING A DISCO

Insurance:

You are covered for Public Liability but should check to see if the venue you are using is also covered. There should be an agreement between the Junior Achievement company and the venue as to who would make a claim if necessary. Junior Achievement insurance also covers damage to the venue. You should make an entry check of the venue and note any existing damage and make an exit check so you can see if any damage caused was by the Junior Achievement event. You should check with the owner of the Disco equipment before the event whether they have the equipment covered by insurance. It is expected that they would have it covered.

Cash is NOT covered by insurance so PLEASE keep it in a safe and secure place.

Car parks are not covered by Junior Achievement insurance.

Personal belongings are not covered by Junior Achievement insurance.



Health & Safety:

Disco equipment should have been PAT tested as a health and safety requirement (check with the owner).

Check for any sound level restrictions at the venue and stick to them.

Fire exits must be clearly marked and an exit plan decided before the event.

Correct lifting procedures should be used for carrying heavy equipment.

The equipment must be stable and not likely to cause personal damage.

The electricity supply must be suitable for the equipment.

If your customers are below 18 years old, do you have enough adults available? Think about the number of children per adult.

Will there be anyone from the venue's staff on duty during the event?

Legal responsibility:

Alcohol is NOT permitted at any Junior Achievement event.

Any food sold at the event must be pre-packed and have a best before date of more than 3 months unless professional caterers have been contracted.

General:

You should think beforehand what you will do if unforeseen circumstances occur, such as power failure, unwanted gatecrashers etc. and formulate a plan.

Will you give refunds?

How will you cope?

Do you have enough company members available to staff the event properly throughout its duration?