

## Overview of possible agreements to be reached

### Agreements & Tenders

The numbers and types of contractual agreements that will be needed will vary according to the event but are important to properly document the rights and obligations of the LOC, particularly when they will have a significant effect on the event budget. The following are the most important agreements that an LOC will need to ensure an efficient and smooth-running organisation.

#	Kind	Explanation
1	Event Organiser Agreement (EOA)	Will contain all the legal obligations and conditions under which the event has been allocated to the LOC by European Athletics.
2	Renting of venues	Whether the venue is free of charge or not, a written agreement on its conditions of use (including as a clean venue) is important.
3	Institutional financial support	If Institutions will support the event financially, to record the obligations and conditions.
4	Sponsor	Whether in cash or as value in kind (VIK) a written agreement is essential.
5	Promotion	If Institutions, Sponsors, Media or other kinds of organisations promise you promotional support, create a written agreement.
6	Hotel services	Possibly one of the first you will need to reach in order to guarantee the best prices, availability & conditions.
7	Bus services	Especially for major events you will need the support of a large bus company guarantee sufficient buses in good condition.
8	Electricity supply	Especially for major events you will need to guarantee sufficient electricity/power to diverse stakeholders (mainly to Media, Technical Partners). Often the venue power supply is not sufficient and additional/backup will be needed.
9	Employee and freelancers	All your staff must be contracted as employees, freelancers or volunteers and all should have

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		written agreements; for legal, security and insurance reasons.
10	Cleaning service	All your venues will need regular cleaning services during the different days of set-up and running of the event.
11	Security service	All your venues will need private security services to manage and control the circulation of spectators and others, and to protect valuable technical equipment etc.
12	Host Broadcaster	Before finalising this agreement refer to the existing EBU-European Athletics agreement in order to understand what should be included.
13	Internet supply	Needed not only for the numerous offices, but especially for the Media and Technical Partners.
14	Venue look & signage	All official venues need to be decorated with branding and signage.
15	Opening Ceremony	If a professional company is engaged to stage this Ceremony, it is essential to define its obligations and terms in writing.
16	Catering services	A contract to define obligations, including those relating to health and safety, is essential.
17	Public first aid services	Public first aid services have to be planned for any mass event and a suitable agreement is needed.
18	Privacy & personal data	Privacy & personal data procedures and treatment of this information have to be established and shared with all those affected.
19	Clean Venue	Clean venue agreements with the venues used for the European Athletics event have to be reached, as stated in the Organiser Agreement.

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20	Car rental	For major European Athletics events several cars will be needed. The conditions and terms of use have to be analysed and agreed with the service company, making sure that the insurance covers the use the LOC foresees.
21	Website capacity	Especially for major European Athletics events, the Event website has to be hosted in association with a CDN, to handle the large number of user request, especially in the 10 days leading up to the event. The website supplier has to guarantee that the Event website will run smoothly during all its existence.
22	Furniture supply/rental	Mainly for major European Athletics events, furniture is normally rented. The conditions and terms of this rental have to be agreed on.
23	IT equipment (TV monitors, printers, PCs, photocopy machines)	Different kinds of IT-equipment are needed for all European Athletics events and the conditions and terms of its rental, purchase or re-sale have to be established in a contract with the relevant suppliers.
24	Video Recording (VR) System	It is LOC responsibility to ensure a system of an adequate level according to World Athletics and EA requirements. For European Athletics Major Championships (Outdoor, Indoor, Team Super League, U23), European Athletics has a long-term contract with a professional service provider. Relevant costs for the service are to be covered by the LOC. In addition, there are certain technical requirements (e.g. cabling, power supply, technical room, etc.), as per Video Recording Technical Requirements document.
25	Sample Collection Agency	For all European Athletics events a WADA recognised Sample Collection Agency must be contracted to conduct the doping control programme designed for the given competition. The conditions and terms of the agreement shall consider the Organiser Agreement as well as the WADA Code and Standards and the World Athletics Anti-doping Rules.