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| ***ENTITY INFORMATION*** | |
| Named Insured: | |
| ***GENERAL FACILITY INFORMATION*** | |
| Average number of people at each performance: |  |
| Number of performances annually: |  |
| Is safe seating capacity posted in theater and is occupancy restricted accordingly? | Yes  No |
| Are all employees and volunteers trained to maintain order and evacuate the audience safely in the event of an emergency? | Yes  No |
| Do aisleways have lighting before, during, and after performances? | Yes  No |
| Is there a policy for safe entrance of patrons into the theater (e.g. house lights turned on, ushers using flashlights to escort latecomers to seats) | Yes  No |
| Does the facility have fire suppression system/sprinklers? | Yes  No |
| Frequency of inspection of exits and fire safety by fire department or authorities? |  |
| Do you have an inspection and maintenance schedule for fire detection and suppression equipment, including fire extinguishers tagged once per year? | Yes  No |
| Does the facility have a burglar alarm wired to a central alarm system? | Yes  No |
| Do you have a maintenance program for the electrical system (i.e. are all fixtures and electrical devices inspected and do they comply with the National Fire Code?) | Yes  No |
| Are “no smoking” signs clearly posted in strategic locations and are sufficient receptacles provided where smoking is permitted? | Yes  No |
| Are food and beverage services/concessions provided by the theater?  If so, do employees/volunteers follow Health Department sanitation regulations? | Yes  No  Yes  No |
| Is alcohol sold at events? \*\****If so, please complete Liquor Liability Supplement\*\**** | Yes  No |
| Is the facility leased out to other organizations for their use?  If so, do you request proof of insurance and to be added to the renting organization’s liability policy as additional insured? | Yes  No  Yes  No |
| Are dressing rooms and storage areas free of clutter and cleaned frequently? | Yes  No |
| Are floors and passageways kept as clear as possible of obstructions such as scenery, props, and equipment? | Yes  No |
| What is the average amount of cash on hand during performance times? | $ |
| What is the frequency of bank deposits and how are they transported? | |

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| ***STAGE INFORMATION*** | |
| Are stage boundaries marked with a “spike” or fluorescent tape? | Yes  No |
| Is stage floor covered with rosin to prevent slips? | Yes  No |
| Are runways or stage apron extensions?  If yes, how are they supported? | Yes  No |
| At what height do employees or volunteers work while adjusting the lighting/audio equipment, cleaning chandeliers, or changing bulbs/letters on marquees? |  |
| Are periodic checks of stage rigging, ropes, blocks, tackles, and counterweight enclosures done by employees or volunteers? | Yes  No |
| ***PROPS INFORMATION*** | |
| Is there any use of authentic weapons used as props in your production?  If so, please provide details and safety controls used with weapons | Yes  No |
| Please list the types of paints, dyes, solvents, wood, plastic, and other materials that are in the scenery workshops? | |
| Are chemicals kept in NFPA-Approved metal containers in a separate storage area? | Yes  No |
| Are welding/soldering operations kept separate from other construction? | Yes  No |

**COMPLETED SUPPLEMENTS MUST BE SUBMITTED TO:**

BYRON RICHE PHONE: (800) 407-2027

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