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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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