

## Kailash Mital Theatre Event Risk Assessment

## TO BE COMPLETED & SUBMITTED TO

Cedric Broten, Manager, Kailash Mital Theatre at least two weeks before the event FAX 613-5202826, email Cedric\_Broten@carleton.ca

Please remember to complete all sections:

Part A – Personal, Student Organization & Event Information and Signature Required for Assessment

Part B - Risk Information

Any Questions contact Cedric Broten at 613-520-3821 or The Manager Risk and Insurance: Room 603 Robertson Hall 520-2500 ext. 1473

Part A – Personal and Event Information						
Date of Event:	Performance start time:					
Name of Event:						
Name of Student Group/organization:						
Name of Primary Event Organizer (must atte	end function):					
Signature:	Date:					
Is this person currently a Carleton Student	t? Yes □ No □					
Position in Organization:						
Telephone #: ( ) - E-	-mail:					
Cell # that the Event Organizer can be reached at during the event ( ) -						
Description of Event (PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE) Attach						
event schedule/Timeline. Use separate piece of paper if necessary.						
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	*					

1. Student Involvement					
What is the percentage of students involved in your event?					
Are non-students involved?					
What is their role or function?					
If non Corleton etudente ere involved evalois why this event should be					
If non Carleton students are involved explain why this event should be considered as a student (CUSA) event:					
2. Volunteers – backstage and ushers					
Number of volunteer ushers that will be present at the event?					
Number of backstage volunteers that will be present at the event?					
Volunteers from student group trained in either CPR and/or First Aid designated to					
monitor attendees?					
List names of persons and training for each. (Use separate page if required)					
Name Training					
3. Event Type (check applicable and describe)					
Live Band (Describe):					
Live Band (Describe):					

Dance (Describe):					
Variety Show (Describe):					
Karaaka (Dagariba).					
Karaoke (Describe):					
Lecture (Please provide information about participants):					
Loctaro (i locos provido información about parciolpanto).					
Other (Describe):					
If Music describe genre:					
Please provide Band or DJ website:					
3. PARTICIPANTS					
Number of expected participants?					
What percentage of participants will be Non Carleton students					
Will attendees be required to bring health card (OHIP, UHIP, etc)? Yes □ No □					
Will attendees be required to bring government issued photo I.D.? Yes   No					
(Drivers license, passport, etc.)					
4. Audience					
Expected Audience size:					
Will tickets be sold to non-students? Yes □ No □ What percentage of the audience will be from off-campus (i.e. non-student)					
Will assigned seating tickets be used? Yes □ No □					
Will any of the participants be audience members at any point during the show?					
Yes □ No □					
If yes how many?					
4. CONTRACTS					
As part of organizing this event are you required to sign contracts with					
vendors/suppliers? Yes   No					
If yes, are there clauses which hold your organization or Carleton University legally					
liable?					
Yes  No  state of the organizations or individuals the contracts are within the oneses					
If yes, please list the organizations or individuals the contracts are within the spaces below.					
DCIOVV.					

. Emergency Response
What provision for First Aid has been made for the event?
Will CUSERT be in attendance? Yes □ No □
Will St John Ambulance be in attendance? Yes □ No □
Are organizers aware of the location of nearest Hospital? Yes □ No □
Have you established a designated meeting place outside the venue in case of
evacuation?
Yes □ No □
8. SECURITY
Has the Department of University Safety been notified Yes □ No □
Will crowd control measures be put in place? If so give details:
Are there any special circumstances related to this event (including minors' in
attendance)?
Yes □ No □ If yes list below:
9. COMMUNITY RELATIONS (ON & OFF CAMPUS)
What Risks to the community or the audience are involved?
Will there be amplified music/speeches? Yes □ No □
Adherence to noise by-laws? Yes □ No □
10. Clean Up
Has Physical Plant been contacted re garbage containers and clean up Yes   No
Has another Clean-up crew has been designated? Yes □ No □
If yes who?
Give details of clean up:

Have you considered the human rights and respectful of racial and cultural dividentity and disability?		of this ev	rent is it inclusive						
• • • • • • • • • • • • • • • • • • •			venit - 15 it iniciusive						
identity and disability?	ersity, gene	and respectful of racial and cultural diversity, gender, sexual orientation, gender							
,									
Yes 🗀 No 🗆									
12. Other Risks – Are there any other ri									
participants would be exposed to by participating in this event? Give details:									
Have any threats been made against th	e event or t	the aroun	organizing the						
event?	C CVCIII OI I	inc group	organizing the						
Yes  No									
Details:									
Part C – Risk Manage									
All events have an element of risk and require the review of the Risk									
Management Committee									
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	INS & CON	INACIS							
		1	T						
	Required	Not	Comments						
A. Moderate to high physical activities risk		required							
B. Moderate to high personal safety risk For more information about when waivers are required or									
with help creating one please contact Tony Lackey,									
Manager Risk and Insurance 520-2600 ext. 1473									
Manager Risk and Insurance 520-2600 ext. 1473 tony_lackey@carleton.ca									
tony_lackey@carleton.ca									
Approval from DUS: Yes   No	ata Vas	□ No							
tony_lackey@carleton.ca	nts Yes	□ No							
B. Moderate to high personal safety risk			Comments						