# 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

<table>
<thead>
<tr>
<th>Part A – Personal and Event Information</th>
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<tbody>
<tr>
<td><strong>Date of Event:</strong></td>
<td><strong>Performance start time:</strong></td>
</tr>
<tr>
<td>Name of Event:</td>
<td></td>
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<tr>
<td><strong>Name of Student Group/organization:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name of Primary Event Organizer</strong> (must attend function):</td>
<td></td>
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<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Is this person currently a Carleton Student?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td><strong>Position in Organization:</strong></td>
<td></td>
</tr>
<tr>
<td>Telephone #: (      ) - E-mail:</td>
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</tr>
<tr>
<td><strong>Cell # that the Event Organizer can be reached at during the event (      ) -</strong></td>
<td></td>
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<tr>
<td><strong>Description of Event</strong> (PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE) Attach event schedule/Timeline. Use separate piece of paper if necessary.</td>
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</tbody>
</table>
1. Student Involvement
What is the percentage of students involved in your event? ______
Are non-students involved? ______
What is their role or function?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
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_____________________________________________________________________
If non Carleton students are involved explain why this event should be considered as a student (CUSA) event:
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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):
| Dance (Describe): |
| Variety Show (Describe): |
| Karaoke (Describe): |
| Lecture (Please provide information about participants): |
| 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 |
| If yes, please list the organizations or individuals the contracts are within the spaces below. |
| |
| |
| |
| |
### Emergency Response

#### What provision for First Aid has been made for the event?

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Will CUSERT be in attendance?</td>
<td></td>
<td></td>
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<tr>
<td>Will St John Ambulance be in attendance?</td>
<td></td>
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<tr>
<td>Are organizers aware of the location of nearest Hospital?</td>
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<tr>
<td>Have you established a designated meeting place outside the venue in case of evacuation?</td>
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#### 8. SECURITY

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Has the Department of University Safety been notified</td>
<td></td>
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<tr>
<td>Will crowd control measures be put in place? If so give details:</td>
<td></td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Are there any special circumstances related to this event (including minors’ in attendance)?</td>
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#### 9. COMMUNITY RELATIONS (ON & OFF CAMPUS)

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>What Risks to the community or the audience are involved?</td>
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<tr>
<td>Will there be amplified music/speeches?</td>
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<td>Adherence to noise by-laws?</td>
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#### 10. Clean Up

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Has Physical Plant been contacted re garbage containers and clean up</td>
<td></td>
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<tr>
<td>Has another Clean-up crew has been designated?</td>
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<td>If yes who?</td>
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Give details of clean up:
11. Human Rights
Have you considered the human rights implication of this event - is it inclusive and respectful of racial and cultural diversity, gender, sexual orientation, gender identity and disability?
Yes ☐ No ☐

12. Other Risks – Are there any other risks which you as organizer feel participants would be exposed to by participating in this event? Give details:


Have any threats been made against the event or the group organizing the event?
Yes ☐ No ☐
Details:


Part C – Risk Management Recommendations
All events have an element of risk and require the review of the Risk Management Committee

PART D – WAIVERS & CONTRACTS
For Risk Management Use

Waivers may be required for your event if it includes ANY of the following:
A. Moderate to high physical activities risk
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
tony_lackey@carleton.ca

<table>
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<tr>
<th>Required</th>
<th>Not required</th>
<th>Comments</th>
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Approval from DUS: Yes ☐ No ☐
Approval from Other University Departments Yes ☐ No ☐
State Departments:
Signature of Risk Management Committee Chair