

CONCERT EVENTS

RISK MANAGEMENT CHECKLIST GUIDELINES

Did the venue hire a good contractor, under a good contract, with good insurance to do the work?

LICENSEE REQUIREMENTS

Note: Licensees could be contractors, vendors, or promoters.

1	Does the licensee have the appropriate experience and a proven track record to do the job?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2	Does the licensee follow OSHA safety standards when performing the work on the venue's property?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3	<p>Does the licensee follow the appropriate ANSI standards and NFPA guidelines, as well as the appropriate local codes, when setting up the stage and other areas to include, but not limited to the following?</p> <ul style="list-style-type: none"> ANSI E1.21 – 2013 Entertainment Technology – Temporary Structures Used for Technical Production of Outdoor Entertainment Events. National Fire Protection Association (NFPA) 101, Life Safety Code International Building Code (IBC) NFPA 70 - National Electric Code 	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

CONTRACT REVIEW

1	Does the venue have a complete and legible copy of the contract?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2	Has the venue's general counsel reviewed all the contracts pertaining to the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3	Are all parties listed by their formal legal names?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4	Are the effective dates and times of the agreement accurately stated?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5	Are the individuals to sign the agreement authorized representatives of each party?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6	<p>Is the indemnification and hold harmless provision commercially reasonable? Additionally, does the indemnification provision require the Licensee to defend the venue (i.e. pay the venue's legal expenses in the event a lawsuit)?</p> <p>Broadest Indemnity Provision (Most Favorable for the venue): Licensee agrees to defend, indemnify and hold the venue harmless from all claims arising out of the acts or omissions of the Licensee.</p> <p>Mutual Indemnity Provision (Generally Acceptable and Most Common): Each party agrees to defend, indemnify and hold the other party harmless from all claims arising out of the negligence or willful misconduct of the indemnifying party. However, neither party shall be required to indemnify the other party to the extent a claim is caused by the negligence or willful misconduct of the party seeking to be indemnified.</p> <p>One-sided Broad Indemnity In favor of the Licensee (Generally Unacceptable): Venue agrees to defend, indemnify and hold Licensee Harmless from all claims arising out of the event.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

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7	<p>Is the additional insured requirement acceptable?</p> <p>Ideal: Other party lists the venue as additional insured and has acceptable limits and the venue does not list them as additional insured.</p> <p>Generally acceptable: Each party lists the other as additional insured, and both carry acceptable limits.</p> <p>Worst case scenario: Venue lists the other party as additional insured, and they don't list venue.</p> <p>Note: <i>If you have mutual indemnification and hold harmless but then list the other party as additional insured and they don't list you, then your insurance could pick up the claim on behalf of both parties. Without the venue being names as an Additional Insured on the other party's liability policies, you would have to rely on their financial capacity to cover their indemnification obligation to you.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
8	<p>Does the contract stipulate that all subcontractors working for the contractor are required to maintain insurance and additional insured status in the same form and amount required by the venue?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
9	<p>Are the cancellation requirements acceptable (for example, they do not place an undue financial burden on the venue if you need to cancel)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
10	<p>Does the contract have some type of reputation clause (where the venue has an out if the act or performers are involved in something before the concert that could bring negative publicity to the venue)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
INSURANCE REQUIREMENTS <i>Note: The following are examples of minimum insurance requirements that venues should consider when hosting concerts with items in bold being negotiable.</i>		
1	<p>Workers' Compensation Insurance is in compliance with the laws of the state where the event will take place, covering employees, volunteers, temporary workers and leased workers, including Employers' Liability with minimum limits of:</p> <ul style="list-style-type: none"> • \$1,000,000 Each Accident • \$1,000,000 Disease - Each Employee • \$1,000,000 Disease - Policy Limit 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
2	<p>An Insurance Services Office (or equivalent) occurrence based Commercial General Liability Insurance Policy, providing coverage for bodily injury and property damage and personal and advertising injury including contractual liability and products/completed operations liability coverage with minimum limits of:</p> <ul style="list-style-type: none"> • \$1,000,000 Each Occurrence; • \$2,000,000 General Aggregate; • \$2,000,000 Products/Completed Operations Aggregate. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

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	<i>Note: Products completed/operations insurance should be maintained for a minimum period of three (3) years after final payment and Producer shall continue to provide evidence of such coverage to Producer on an annual basis during the aforementioned period.</i>	
3	Automobile Liability Insurance, covering owned, non-owned, leased or hired automobiles, with a minimum combined single limit of \$1,000,000 Each Accident.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4	Umbrella Liability Insurance, in excess of 1, 2 & 3 above, with minimum limits of: <ul style="list-style-type: none"> • \$10,000,000 Each Occurrence • \$10,000,000 General Aggregate 	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5	Media Liability or equivalent Errors & Omissions Liability Insurance, with a minimum limit of \$10,000,000 Each Claim to cover third-party claims of intellectual property rights infringement including but not limited to infringement of trademark, copyright, trade name, trade dress, slogan, and rights of publicity claims.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6	All-Risk Property insurance covering all property owned, borrowed or rented by licensee for use in connection with the event (including equipment, furniture, fixtures, inventory, merchandise and business personal property) written on a full replacement cost basis. Such policy shall include a waiver of subrogation provision and licensee agrees to waive its carrier's right of subrogation against venue.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7	All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VIII or better.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
8	Is venue named as Additional Insureds under the licensee's Commercial General Liability (using ISO Form CG 2010 or its equivalent), Commercial Automobile Liability and Umbrella Liability Policies. Additional insured coverage must be extended to include products-completed operations coverage.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
9	All liability insurance policies must provide Cross Liability coverage (separation of insureds or severability of interest provisions). The Commercial General Liability policy shall include no third-party-over action exclusions or similar endorsements or limitations. Licensee's liability policies shall include no exclusion for claims by employees of any of licensee's contractors, subcontractors or independent contractors. Further, coverage for the Additional Insureds shall apply on a primary and non-contributory basis irrespective of any other insurance maintained by the Additional Insureds, whether collectible or not.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
10	No policy shall include a self-insured retention. No policy shall include a deductible in excess of \$25,000 and any/all deductibles shall be the sole responsibility of the licensee and shall not apply to the venue.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
11	All policies shall be endorsed to provide a waiver of subrogation in favor of the Additional Insureds. All policies shall be endorsed to provide that in the event of cancellation, non-renewal or material modification, the venue shall receive at least thirty (30) days written notice thereof. Licensee shall furnish the venue with certificates of insurance evidencing compliance with all insurance provisions noted above prior to the effective date of the Agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

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	and annually at least ten (10) days prior to the expiration of each required insurance policy.	
12	Does the venue carry the insurance coverage required in the contract?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
13	Has the venue considered event cancellation insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
PERMITS & INSPECTIONS		
1	Has a "Public Assembly" permit been secured for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2	Has the stage, stage canopy, trusses and towers been inspected by a qualified individual per the applicable local authority? <i>(Note: if there is no requirement for an inspection of the stage, it is recommended that the Venue insist that the stage be inspected by a qualified third-party inspector when construction is completed, but prior to an event).</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3	Do egress stair platforms have "Exit" signage attached that is clearly visible from a seated position?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4	Have venue personnel performed a basic safety inspection of the areas involved?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5	Has the Concert and Stage Production Inspections consisted of examining the following?	
	<p>Stage Area</p> <ul style="list-style-type: none"> • Rigging for all suspended (flown) equipment • Follow spot or spotlight installations • Scaffolding • Stages • Temporary electrical • Pyrotechnics • Stage grounding system - (rod or mechanical systems) 	<p>Seating/Field Area</p> <ul style="list-style-type: none"> • Ramps and stairs • Temporary seating • Aisle widths • Egress and exit signage • Emergency lighting • Turf protection coverings – (elevated transition points) • Cable coverings or yellow jackets - (from stage to mix locations)
		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6	Are all inspections documented?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7	Has the Fire Marshal inspected and approved the seating plan, capacity, and egress system?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
8	Will pyrotechnics be used?	
	<p><i>If yes, has the Venue developed an application process to use fireworks at the venue which includes the following information and diagrams:</i></p> <ul style="list-style-type: none"> • ATF License • Resume of each operator • Certificate of insurance • Names, types, size, and quantities of the devices used • Place and manner of storage 	
		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

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	<ul style="list-style-type: none"> • Certification that the set, scenery, rigging materials, and clothing worn by the operators, assistants, and performers are flame retardant • Location of the devices and approximate distance to the audience, including method of placement and elevation, and fallout radius of each device used • Location of fire control equipment 	
9	Permits for all pyrotechnics performed at the venue are completed and granted by the Fire Prevention Bureau, Fire Chief, or the Fire Marshal?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
OPERATIONS & SECURITY		
1	Has an individual been designated as the person in charge of the event with the authority to make unilateral, key decisions (i.e. cancel an event, initiate evacuation or shelter-in-place procedures etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2	Has the venue performed a threat and vulnerability assessment relative to the concert event taking place?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3	Has the venue developed an Emergency Action Plan specific to Concert Events?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4	Has the venue established a liaison for the performer, concert promoter, law enforcement agencies, fire department, and EMS?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5	Has the appropriate security planning and staffing taken place with respect to the performer and the clientele that are likely to attend the concert?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6	Is there going to be a mosh pit? If yes, are participants required to sign a waiver and given a wrist band?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7	Has the venue developed the appropriate evacuation procedures and shelter-in-place procedures relative to concert events at the venue, keeping in mind that the field area may be heavily populated?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
8	Does the venue show a graphic of the field seating diagram with the evacuation routes on the video boards prior to the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
9	Are event staff employees equipped with flashlights?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
10	Has the venue trained all appropriate Event Staff employees with regard to the standard operating procedures and emergency procedures for the event to include, but not limited to Security, Ushers, Ticket Takers, Concessionaire Staff, Stadium EMS, and Full-Time Staff?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
11	Has the venue conducted tabletop training sessions specific to concert events?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
12	Does the venue have a weather monitoring system in place? - (i.e. a system and proper equipment to effectively monitor the local weather forecast. Venues should have two methods to receive severe weather alerts and weather forecasts should provide information relative to the exact location of the venue).	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
13	Has the venue met with all third-party vendors to ensure that they are familiar with shelter in place and evacuation protocols?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
14	Has the plan for the deployment of medical staff included having a medic team designated to the field seating areas?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
15	Has the venue ensured that the appropriate planning and staffing with respect to emergency medical services has taken place?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

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16	<p>Has the venue met with local, and if necessary, state and federal authorities to?</p> <ul style="list-style-type: none"> • Establish a command post • Have an internal operational plan • To ensure there is security vigilance at both the ingress and egress areas of the facility • Ensure that there is no active intelligence that would indicate that a threat is present 	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
17	<p>If the performer/band has played at other venues, have they been contacted regarding lessons learned from the event they hosted?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
18	<p>Has the venue conducted meetings, briefings, and/or lessons learned from previous events with the appropriate staff members and emergency response agencies?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

ADDITIONAL NOTES AND/OR COMMENTS:

Operations/Security Sign-off: _____ Date: ___/___/___

Finance Sign-off: _____ Date: ___/___/___

In-house Council Sign-off: _____ Date: ___/___/___



SAFETY CHECKLIST

