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| Question | Assessment |
| **Venue Info** | Voorhees Theatre |
| Location | 186 Jay Street, Brooklyn NY 11201 |
| Seat Count | 186 |
| Permitted in the space |  |
| **Safety** |  |
| What paperwork does the venue require from you and your suppliers e.g. risk assessment? insurance certificates? |  |
| What level of insurance cover is required from you and suppliers? |  |
| What are the evacuation instructions for wheelchair users? Where are the refuge points? |  |
| Where is the meeting point in case of evacuation? |  |
| **Stage Dimensions** |  |
| **Accessibility** |  |
| Is the venue fully accessible? Do the maximum room capacities allow for wheelchair users to  be able to move around the rooms and spaces freely? Is a hearing loop available? |  |
| **Services nearby** |  |
| **Transportation and parking** | Bus 52, Subway F, 4, A, C no parking |
| **Technical Infrastructure** | Lights sound and video in house |
| Are their radios or clearcom? |  |
| **Front of House Infrastructure** |  |
| **Restrictions** | no flame, pyro or confetti no Sundays |
| **Day of Event** |  |
| What time can you have access on the morning of the event? |  |
| When must the venue be clear after the event? |  |
| **Communication** |  |
| How many venue staff work the event |  |
| When must the venue be clear after the event? |  |
|  |  |
| Outline clearly the chain of command for your event and who from your team is authorized to  give approval for any changes such as additional alcohol or other expenditure. |  |