



# Audio Visual Statement & Liability Waiver

Audio Visual Company (Herein referred to as "The Company")  
Name:

Date of Event:

Contact Person:

Technician and/or Safety Supervisor:

24 Hour Emergency Contact Number(s):

The following Vancouver Island Conference Centre (VICC) equipment will be used during the event by the above mentioned Audio Visual Company:

- Stage                       Dance floor                       Ballroom Rigging Points

A representative of The Company, qualified in all safety aspects of the set-up being presented on this day, has inspected all VICC equipment and;

- Has cleared all equipment for use by Company members
- Has made the following notes and recommendations to meet The Company's safety standards

**Audio Visual Details**

Please list all elements of all equipment which will be brought into the conference centre:

Outline all safety requirements for both staff and guests and any particulars that must be followed to ensure the safety of all those listed and concerned:

### **Audio Visual Technician**

- The Company will supply their own technician to oversee all rigging of their event space
- The Company's technician will sign off on all rigging once complete, and the company accepts all responsibility of all safety requirements

### **WorkSafe BC Compliance**

- The company will provide proof of WorkSafe BC coverage for all performers
- The Company States that they are aware of all Occupational Health & Safety regulations in BC regarding such performances and that all are followed

The safety supervisor for audio/visual has inspected all VICC equipment and all of their own equipment and is satisfied that it is in safe working condition, and/or has been repaired to the satisfaction of VICC contracted Audio Visual company (S/W Audio Visual) safety standards and will allow The Company to use the equipment.

All safety concerns have been communicated by the VICC contracted Audio Visual company (S/W Audio Visual) safety supervisor to the VICC management representative and the safety supervisor is satisfied that those concerns have been transmitted to all concerned.

All rigging has been assembled to the satisfaction of VICC contracted Audio Visual company (S/W Audio Visual) safety supervisor; recognizing that the VICC and all of its contractors are not responsible in the event of failure.

The company recognizes that the VICC shall not be held responsible for any injury to any person or any loss or damage to any Company property, while The Company is at the VICC.

The following signatures endorse that the non-VICC audio visual contract company has ensured all equipment is set up according to all codes and is functioning to the best of its ability and has been checked for potential malfunctioning and/or hazards.

- Outside provider has sent a floor plan or rigging plan prior to event commencement.

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Outside Provider A/V Representative  
(Name)

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VICC Contracted A/V (S/W Audio Visual)  
(Name)

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Outside Provider A/V Representative  
(Signature)

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VICC Contracted A/V (S/W Audio Visual)  
(Signature)

This document has been submitted to VICC management. The following enclosed signatures have received copies. VICC is exempt from all liabilities of all non-VICC equipment and services.

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VICC Back of House Manager (Name)

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VICC General Manager (Name)

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VICC Back of House Manager (Signature)

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VICC General Manager (Signature)

Date: \_\_\_\_\_