

## **KALABANTÉ STUDIO**

Here is a document which will inform you on all the details concerning the functioning of the studio. It is also intended as a reminder of the health instructions, in connection with the situation which prevails due to COVID-19, as well as a means of becoming acquainted with the regulations and safety instructions to be respected. It is imperative that you also familiarize yourself with our anti- harassment policy. This document must be fully understood, completed and signed.

Sincerely,

The management of *Kalabanté Productions*.

## GENERAL INFORMATION

### REGISTRATION

The studio offers access to the circus community. Professional artists and qualified coaches can apply for free membership.

*Amateurs (recreational activities) are also welcome.* requests Registration and accompanying documentation should be sent to the following address:

**studio@kalabanteproductions.com**

Once the documents have been received and accepted, the applicant will receive a link to make their reservations themselves. on the public calendar.

### PAYMENTS

For the period *from January 1 to December 31, 2021* professional artists are exempted from payment for free training- thanks to our grant from the Arts Council and letters of Quebec.

Coaches and amateurs.trices must pay for their entry:

- **\$ 10 for a single entry**
- **\$ 90 for unlimited monthly access**

Payments are made:

- By transfer *INTERAC* to the following address:  
**administration@kalabanteproductions.com** (Code: Cirque)
- or cash on site.

## **SPECIFIC OPENING HOURS FOR THE MONTHS TO COME**

***When the schedule changes, a communication will be sent to you by email.***

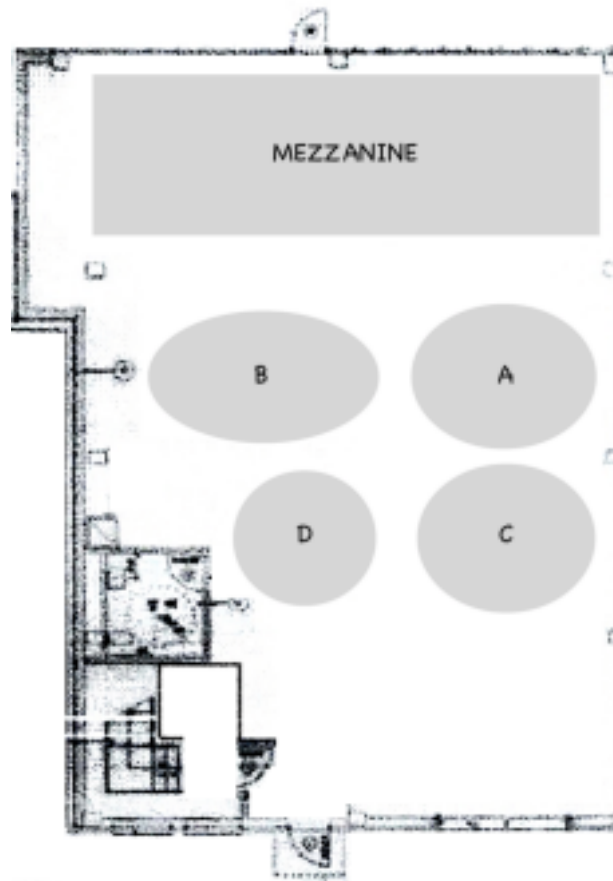
- Monday, Wednesday and Friday: 10 a.m. to 9 p.m.
- Tuesday and Thursday: 1 p.m. to 9 p.m.
- Saturday and Sunday: 1 p.m. to 19a.m.

## **RESERVATIONS AND PROCEDURES**

- Each participant is responsible for managing their schedule and making reservations on the calendar.
- When you become a participant, we will send you a link to the Google *calendar* so that you can access the calendar.
- In the event of a planned absence, reservations must be withdrawn from the calendar, otherwise a penalty of \$ 10 will apply in the event of non-compliance with the cancellation conditions.
- Delays of more than 20 minutes will not guarantee your access to the reserved point.
- The reservations " PRIVATE " entered in the calendar indicate that the studio is closed to the public; If The private reservation ends at 1:00 p.m., then you can enter at 1:00 p.m. only.
- Reservations in the calendar must indicate the name of the participant who is reserving, the number of participants joining, as well as the point reserved.
- A reservation for a group cannot exceed 5 people per point.
- There are 4 spaces available at floor level which correspond to the anchor points (A, B, C and D).
- The reservations for aerial points are limited to 2 hours max. by point. *Details: if you*

*book an air point for 2 hours, you can use the mezzanine or the space available on the first floor to warm up, do some conditioning, etc. It is not necessary to put it on the calendar.*

- Reservations for free training are made from the 25th day for the following month. (A reservation cannot be made more than one month in advance)
- The management of Productions Kalabanté can withdraw from the calendar any non-compliant reservations.



**MAP - RESERVATION AREAS**

## REGULATIONS AND INSTRUCTIONS

### GENERAL RULES

- It is mandatory to complete the attendance sheet in full (IN AND OUT).
- It is not allowed to enter the training area without first having made the payment (if applicable).
- It is not allowed to come to the studio without having previously booked.
- It is not allowed to walk in the space with his outdoor shoes.
- You can bring your own equipment or rent one of our equipment. We have storage space for yours.
- It is mandatory to use the space dedicated to your personal effects for everyone's safety (coats, backpack, shoes, etc.) during the sessions.
- And of course, a few reminders of favorable societal behavior: washing used dishes, throwing away waste, keeping the bathroom clean, etc.*

### SAFETY INSTRUCTIONS

- You must use an appropriate mattress for the acrobatic disciplines on the ground and in the air. When the risk of falling is greater, a thicker mattress should be used;
- You must hang on securely when practicing aerial discipline (including a safety knot on the rope). In case of doubt, you should seek advice from a representative of Productions Kalabanté or another qualified person;
- You must do a visual inspection of your equipment and the equipment studio before using it, to ensure it is in good working condition; If any equipment shows signs of wear or malfunction, you must not use it and you must immediately notify a representative of Productions Kalabanté;
- It is forbidden to practice aerial discipline or any other activity that presents a

significant risk of injury or fall when you are alone in the studio; you can, however, do strengthening exercises, but avoid making dangerous technical movements.

## **HEALTH INSTRUCTIONS**

- When entering the studio, disinfect your hands with the antiseptic gel.
- Wearing a mask is compulsory when you move outside your training area and / or when the distance of 2 meters cannot be respected.
- The equipment used during your session must absolutely be disinfected and put away when you are no longer using it.

## **HARASSMENT POLICY**

The objective of this policy is to affirm the commitment of *Productions Kalabanté's* to preventing and putting an end to any situation of psychological or sexual harassment within its organization, including any form of discriminatory harassment. It also aims to establish the intervention principles that are applied in the organization when a harassment complaint is filed or a harassment situation is reported to the organization or its representative.

This policy applies to all staff and all persons frequenting the organization, and at all hierarchical levels, in particular in the following places and contexts:

- workplaces, including teleworking places where applicable;
- any other place where people are likely to be as part of their activities related to our organization (eg: common areas in the premises, during meetings, training, trips or social activities organized by the organization);

This policy also covers communications transmitted or received by any means, technological or otherwise, in a work context.

*Kalabanté Productions* does not tolerate or admit any form of psychological or sexual harassment within its organization, whether:

- by managers towards people;
- between colleagues;
- by employees towards their superiors;

- from any person associated with it: representative, client, user, supplier, visitor or other.

Any behavior related to harassment may result in the imposition of disciplinary measures.

[Click here to Learn more about the harassment policy \(Available in French only\)](#)

**Thank you for keeping this information sheet for future reference.**

For more information, do not hesitate to contact us at the email address:

**studio@kalabanteproductions.comread**

## REGISTRATION FORM

\*I certify that I have read the operation, the instructions, the regulations and the harassment policy concerning the Kalabanté Productions studio AND I agree to respect them.

Signed on: (Date) \_\_\_\_\_ (Place) \_\_\_\_\_

\_\_\_\_\_

(Signature)

## PERSONAL INFORMATION

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Disciplines practiced or taught: \_\_\_\_\_

Status:

Professional Artist

Coach

Amateur

Email: \_\_\_\_\_

Phone number: ( ) \_\_\_\_ - \_\_\_\_



**PERSON TO JOIN IN CASE OF EMERGENCY**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Relationship with the person: \_\_\_\_\_

Telephone number: \_\_\_\_\_