

# Daneside Theatre Hire Conditions

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## Terms and Conditions

These terms will form part of a legally binding document and you should read it carefully before making an application to hire the Daneside Theatre. If we accept your application you will be bound by these Terms and Conditions. Please make sure that they contain everything you want and nothing you are not prepared to agree to. If you have any questions about the contents of these Terms and Conditions, our list of Costs and Inclusions of Hire or any other matter, please contact the Booking Manager before making your application.

### 1.0 DEFINITIONS:

In these Terms and Conditions the following words and phrases mean the following:

**Act** refers to the Theatre Act 1968

**Booking Form** means our booking application form to hire the Theatre.

**Booking Manager** means the person for the time being holding the post of Booking Manager of the Theatre but can include the Booking Manager's duly authorised representative.

**Confirmed Booking** means a booking of the Theatre that has been confirmed in writing/e mail by the Booking Manager;

**Deposit** means the deposit payable (if any) on submission of the Booking Form;

**Event** means the purpose for which the Theatre is hired, as stated on the Booking Form;

**Hire Charges** means all sums payable by you for the hire of the Theatre under these Terms and Conditions, as set out in our current list of Costs and Inclusions of Hire;

**Hire Contract** means the contract for the hire of the Theatre as governed by these Terms and Conditions and our current list of Costs and Inclusions of Hire;

**Hire Period** means the period of hire of the Theatre booked by you;

**House Manager** means the person holding the post for the Trust for the time in question

**Registered Office** means Daneside Community Theatre Trust Ltd 1 Daneside Theatre, Park Road, Congleton, Cheshire CW12 1DP. Charity Registration Number 507772

**Theatre** means Daneside Theatre, Park Road, Congleton, Cheshire CW12 1DP or any part thereof including the car park and grounds.

**Trust** means Daneside Community Theatre Trust Ltd

**You / the Hirer** means the person who signs the Booking Form or the firm, company or organisation on whose behalf the Booking Form is signed;

### 2.0 APPLICATIONS:

2.1 If you wish to hire the Theatre you should initially contact the Booking Manager with regard to available dates. When you have chosen your preferred date(s), you should then complete the Booking Application Form and return it to the Booking Manager within 14 days.

2.2 Your Booking Application Form must state the precise nature of the Event for which you wish to hire the Theatre. Applications for hire cannot be accepted in any other format than the Trust's official Booking Application form.

2.3 The Hirer must comply and obtain all requisite permissions and authorities for the production of the Event

2.4 Until the Booking Manager has received a copy of your booking form, you have paid the requested non-refundable deposit, and one copy of the booking form has been returned to you counter signed by the Booking Manager or receipt by you of a confirmatory E-mail sent by the Booking Manager no contract is formed.

2.5 Applications for bookings will not be considered from persons under 21 years of age.

2.6 The Trust reserve the right to refuse any application to hire the Theatre without giving a reason, or to accept any application subject to any additional terms and conditions the Trust consider necessary. This includes the right to refuse to confirm any Provisional Booking previously agreed with the Booking Manager. Where the Trust accepts an application for booking subject to additional terms and conditions, you are not obliged to agree to those additional terms and conditions. The hiring is only confirmed when you notify the Booking Manager in writing of your agreement to the additional terms and conditions.

2.7 Applications for evening bookings will only be accepted on the basis that the function will finish no later than 11.45pm on that evening and all personnel will be out of the Theatre by 12.00midnight.

### 3.0 HIRE CHARGES:

3.1 The Trust charge for hiring the Theatre in accordance with its list of Costs and Inclusions of Hire. A list of rates is available separately.

3.2 On acceptance of your booking any Deposit that you pay will be deducted from the total Hire Charges you pay. If your booking is not accepted, any Deposit you pay with the Booking Form will be returned to you.

3.3 The Trust's hire charges are reviewed from the first (1<sup>st</sup>) of August annually and may increase. We will inform you of any change. You have 14 days after this notification to cancel the booking in writing where upon any deposit paid will be refunded without interest.

### 4.0 TICKET SALES:

4.1 All ticket sales for shows at Daneside Theatre must be made through the Daneside Theatre Online Ticket sales account (currently Ticketsource. <https://www.ticketsource.co.uk/venue/EIDIIJ>).

4.2 Tickets may be sold by the online system, the online system phone call centre, Congleton Information Centre, and by the event organiser. Any or all of these may be selected or deselected for any particular event.

4.3 Information to be shown about your event, together with ticket prices, and special offers and any ticket sale restrictions, may be specified by you.

4.4 Payments from the online system are normally received into the Theatre account within 3 days of the last performance date. Once we have received your timesheets (see section 5.1) any residual income after deducting charges will be paid to you by bank transfer.

4.5 If you require partial up-front payment of ticket income, then we will do our best to accommodate your requirements, taking into account current ticket sales, and potential charges.

### 5.0 PAYMENT:

5.1 All timesheets to be submitted to the Booking Manager within 14 days of the final day of the show. Failure to do so will entitle the Trust to assess the appropriate charge and render an invoice based on that assessment.

5.2 The total amount of the Hire Charges and all other associated costs are payable 30 days after the delivery of the invoice. Failure to do so may incur interest charges on a daily basis at a rate 4% above the base rate of Natwest at the time of hire

5.3 Cheques, money orders and postal orders should be made payable to "Daneside Community Theatre Trust Limited" and crossed. Payments may also be made by Bank Transfer; details are available from our treasurer.

5.4 The Trust reserves the right to set off any Hire Charges or other sums due to the Trust from you against any sums due from the Trust to you.

5.5 Should the hirer not use the booking they will still be liable to a charge

### 6.0 CANCELLATION BY US:

6.1 The Trust may cancel your booking in circumstances where:

(a) you commit a material breach of these Terms and Conditions, or you commit a non-material breach and fail to remedy it within the time given in a notice from us specifying the breach and requiring its remedy;

(b) the Trust reasonably believe that you have mis-stated the nature of the Event on the Booking Form.

(c) a Force Majeure Event occurs (a Force Majeure Event means where the Theatre becomes unavailable for a reason outside the Trusts control, for example: calamity; civil war; terrorism; fire; flood; earthquake; strikes or lockouts; withdrawal of consents or licenses; breakdown of machinery; failure of supply of electricity or gas; government restriction; act of God; necessary and unavoidable repairs or health or safety concerns);

6.2 If the Trust need to cancel your booking for any of these reasons, the Trust will explain the reasons to you and give you as much notice as is reasonably possible in the circumstances.

6.3 If the Trust cancel your booking:

(a) for either of the reasons set out in clause 6.1(a) and (b) above, the Trust will be entitled to retain of your Deposit and/or Hire Charges. The sum retained will be sufficient to cover the costs the Trusts suffers because of the cancellation.

(b) for either of the reasons set out in clause 6.1(c) above, the Trust will refund any Deposit or Hire Charges you have paid (or in the case of partial cancellation, a fair proportion of them).

## 7.0 PERMITTED USE:

7.1 You must not use the Theatre for any purpose other than that stated on your Booking Form. An officer of the Trust or a person authorized by the Trust may inspect your use of the Theatre at any time during your occupation of the Theatre.

7.2 You must not use the Theatre for the sale of goods by auction to the public without first obtaining the written consent of the Trust, nor must you hold any lottery other than a lottery which is lawful by virtue of the Lotteries and Amusement Act 1976 and any other applicable legislation. You must not use the Theatre for the purposes of gaming without first obtaining the Trust's consent and any necessary licence or permit.

7.3 The hirer must ensure the no obscene, indecent, immoral or otherwise objectionable song or representation shall be performed at the theatre in respect the decision of the Trust will be final.

7.4 The hirer shall ensure that the emission of noise associated with any function shall be kept at a reasonable level in respect of which the opinion of the Trust will be final and binding on the hirer

## 8.0 PREMISES LICENCE:

8.1 You must comply with the terms of the Premises Licence held by the Trust, which is available for inspection on our website [www.danesidetheatre.co.uk](http://www.danesidetheatre.co.uk)

## 9.0 EQUIPMENT:

9.1 As part of the Hire Contract the Trust will provide you with the equipment available in the theatre. A list is available on request.

9.2 You must not obstruct the gangways, aisles, corridors, stairs, vestibules, landings, entrances or exits of the Theatre with chairs, tables, furniture or any other equipment.

9.3 You must not drive nails, hooks, screws, tacks or any similar object into the walls, pillars, wood work, floors or furniture of the Theatre, or otherwise damage the floors, chairs or other furniture of the Theatre.

9.4 You must not bring or install any lighting or heating apparatus (electrical or otherwise) into the Theatre without the consent and in accordance with the requirements of the Trust.

9.5 No open fires, creosotes, petrol or spirit stoves or machinery or any dangerous or inflammable materials or dangerous props should be brought into or used in any part of the Theatre without prior approval from the Trust

9.6 You may not use effects such as smoke, pyrotechnics, strobe lighting, open flame, confetti/snow, CO2 or oil without the prior written consent of the Trust.

9.8 The Trust may refuse to allow any article or appliance which may be considered dangerous or offensive to be brought into the Theatre.

9.9 None of the Theatre's equipment must be removed

9.10 The heating in the Theatre is the responsibility of the Trust and the Hirer shall request the Trust to make any adjustments necessary. No unauthorised person shall interfere with the heating installation.

9.11 If the hirer damages or finds faulty equipment they must immediately report it to the Trust in writing

## 10.0 MAKING GOOD DAMAGE:

10.1 You must repay to the Trust on demand the cost of reinstating all or any part of the Theatre, or any property in or upon the Theatre, which is damaged, destroyed, stolen or removed during the Hire Period or prior to the Hire Period if the damage is in relation to or caused by the hiring.

## 11.0 THEATRE STAFF:

11.1 For any performance, other than where the Trust is contracted to provide the House Manager and stewards, the hirer must make sure that there are five (5) competent and responsible persons, over 18 years old, to be stewards. This is in addition to the House Manager who must be on the Trust's approved list

10.2 The Hirer shall acquaint himself with the standard fire drill procedure – Appendix 4

## 12.0 REQUIREMENTS AND RESTRICTIONS:

- 12.1 Access - All performers are required to use the Stage Door. The front doors of the Theatre are for public access only. The Trust at all times retain the exclusive right to determine the opening and closing times of and the restrictions on entry to the Theatre.
- 12.2 Stage and Dressing Rooms - Except by arrangement with the Trust, no person other than persons with the consent of the hirer shall be permitted into areas other than those that have been hired.
- 12.3 Conduct and Good Order - You must take every care to ensure that undesirable persons are not permitted to enter or make use of the Theatre, and you are responsible for good order and conduct of all persons in the Theatre at all times during the Hire Period.
- 12.4 Vacation of the Theatre - You must ensure that the Theatre is vacated by all persons at the end of the Hire Period. Any additional time will be charged for. All articles brought to the Theatre in connection with the Event must be removed within the time limit agreed.
- 12.5 Right of Entry – The Trust reserve a right of entry to the Theatre for any of officers, Police Officers, Fire Officers or any person authorised by the Trust by any of them in pursuit of their duties at all times.
- 12.6 Complaints - Any complaint about any of the arrangements made by the Trust in connection with the Event should be directed in writing in the first instance to the Chair of the Trust within 7 days of the cause of such complaint arising.

## 13.0 LIMITATION OF LIABILITY:

- 13.1 Neither party excludes or limits liability to the other party for death or personal injury caused by negligence, for fraud or fraudulent misrepresentation nor where liability cannot be excluded or limited as a matter of law.
- 13.2 The Trust are responsible for losses you suffer as a result of the Trust breaching our obligations under the Hire Contract if the losses are a foreseeable consequence of the Trust breaching those obligations. The Trust are not responsible for indirect losses which are not foreseeable by you.
- 13.3 It is your responsibility to ensure that the Theatre is suitable for the Event. If you wish to check the suitability of the Theatre prior to applying you should contact the Booking Manager to make arrangements to view the Theatre.

## 14.0 INTELLECTUAL PROPERTY:

- 14.1 You must ensure that no work in which copyright exists:
- 14.1.1 is performed unless written permission has been obtained from all copyright owners; or
- 14.1.2 is broadcast, unless specific consent to broadcasting has been obtained.
- 14.2 You are responsible for and must pay any and all taxes or royalties chargeable or payable in respect of the Event.
- 14.3 Performing Rights Society Licence
- 14.3.1 The Trust is responsible for the Performance Rights Society (PRS) dues.
- 14.3.2 If the Event contains music then you must provide the Trust details of your gross ticket sales within 14 days of the final day of the Event.
- 14.4 The Trust reserve the right to require the Hirer to provide the Trust with a copy or sight of any show licence

## 15.0 HEALTH AND SAFETY:

- 15.1 You must acquaint yourself and comply fully with all applicable Conditions and Rules of Management for Places of Public Entertainment, in particular (but without limitation) regarding the use of non-flammable or flame-proofed materials for scenery, curtains, drapes or set-dressing etc. If you have any queries in this respect, you should contact the Trust.
- 15.2 You must also comply with the requirements of Health and Safety at Work Act 1974 (and all future amendments thereto), in particular (but without limitation) the need to provide confirmation that all equipment used for the Event complies in all respects with required Codes of Practice (for example, that all electrical items have current PAT testing certificates, hazardous substances have appropriate COSHH documentation and that the entire Event has suitable Risk Assessment Records). If you have any queries in this respect, you should contact the Trust.
- 15.3 You and all persons authorised by you to be in the Theatre, or who are there in connection with the Event, must follow the following safety rules at all times:
- 15.3.1 Do not place any obstructions on stairs, in passages or in the foyers or obstruct access

- to all places of work in any way. This includes extra table, chairs or displays.
- 15.3.2 Use hand rails when ascending or descending stairs and do not run.
  - 15.3.3 Clean up any spillages on floors and staircases immediately.
  - 15.3.4 Do not allow the cables of machinery, electrical appliances and telephones etc. to trail on floors where they are likely to cause a tripping hazard.
  - 15.3.5 Do not obstruct fire exits or access to fire fighting equipment and ensure that you know how to use the equipment. Do not wedge open fire check doors.
  - 15.3.6 Make sure you know the evacuation procedure in case of fire and all means of escape from the building.
  - 15.3.7 Do not try to lift or carry any load that is too heavy or bulky: get help. Make sure you can see over any load you are carrying.
  - 15.3.8 If you have to climb, use suitable ladders and ensure they are properly secured at the top and/or bottom. If this is impractical, a person must foot the ladder at the base. Do not use chairs, boxes etc.
  - 15.3.9 Keep articles of clothing and other combustible materials away from open fires, electric or gas heaters and naked light bulbs.
  - 15.3.10 Do not attempt to install or service electrical fittings or equipment. This must only be done by a competent electrician.
  - 15.3.11 Any equipment brought into the Theatre must be set up by a qualified person and the equipment is the responsibility of that person or their authorized representative.
  - 15.3.12 Remove plugs from sockets before cleaning appliances. Report any defects and faults with appliances to the Technical and Stage Managers immediately and record in the Theatre Diary which is located by the telephone in the front lower foyer.
  - 15.3.13 Protective clothing and equipment must be worn at all times when doing work of a hazardous nature.
  - 15.3.14 Make sure that all machinery guards are in position and correctly adjusted before using any dangerous machine.
  - 15.3.15 Make sure you know the person responsible for the first aid equipment and where the equipment is kept.
  - 15.3.16 Report any dangerous conditions to the Trust.
  - 15.3.17 Accidents, no matter how small, must be recorded in the Theatre Diary which is located by the telephone in the front lower foyer.
  - 15.3.18 No person must use the lighting bars as walkways
  - 15.3.19 No work including setting of scenery is to be carried out by any person working alone

## 16.0 GENERAL INFORMATION

- 16.1 Any notice or other communication given under these Terms and Conditions shall be in writing and shall be served by delivering it personally or sending it pre-paid recorded delivery or registered post or E-Mail to the address and for the attention of the relevant party as set out in clause 16.2 and 16.3 below (or as otherwise notified by that party). Any such notice shall be deemed to have been received:
- 16.1.1 If delivered personally, at the time of delivery;
  - 16.1.2 In the case of pre-paid recorded delivery or registered post, 48 hours from the date of posting; or
  - 16.1.3 In the case of E-mail, at the time of transmission.
- 16.2 For the purpose of clause 16.1 the address is: Daneside Theatre, Park Road, Congleton, Cheshire CW12 1DP, E mail: [bookings@danesidetheatre.co.uk](mailto:bookings@danesidetheatre.co.uk) marked for the attention of the Booking Manager.
- 16.3 Your address for the purposes of clause 16.1 shall be as stated on the Booking Form, unless you notify us otherwise.
- 16.4 Notice given under these Terms and Conditions shall not be validly served if sent by email.
- 16.5 No variation of these Terms and Conditions shall be binding upon you or us unless it is in writing and signed by both parties. Any such variation shall be particular to the circumstances and shall not be regarded as a general variation.
- 16.6 The failure of either you or us to insist upon strict performance of any provision of these Terms and Conditions, or the failure of either you or us to exercise any right or remedy to which we are entitled, shall not constitute a waiver thereof and shall not cause a diminution of the obligations established by these Terms and Conditions.
- 16.7 Subject to the specific limitations set out in these Terms and Conditions, no remedy conferred by any provision of these Terms and Conditions is intended to exclude any other remedy except as expressly provided for in these Terms and Conditions and each and every remedy shall be cumulative and shall be in addition to every other remedy given there

under existing law or in equity by statute or otherwise.

16.8 If any provision of these Terms and Conditions is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if these Terms and Conditions had been executed with the invalid, illegal or unenforceable provision eliminated.

16.9 You may not transfer the benefit of the hiring or sub-let the Theatre without our written consent. We will not unreasonably withhold or delay such consent nor will we subject it to any unreasonable conditions or stipulations.

16.10 The Hirer must ensure that all persons involved with technical equipment or working back stage must be 18 years old or older.

16.11 A person who is not a party to any contract under these Terms and Conditions has no right under the Contracts (Right of Third Parties) Act 1999 to enforce any term of these Terms and Conditions but this does not affect any right or remedy of a third party which exists or is available apart from that act.

16.12 These Conditions shall be governed by and construed in accordance with English Law and each party hereby submits to the exclusive jurisdiction of the English Courts.

16.13 Without prejudice each and every clause herein the Hirer must comply with all laws and Bylaws.

## Explanatory Notes

### Introduction:

We are pleased to offer a high quality venue in a superb setting for your event. The space is managed by a team who can offer you assistance in both technical and front of house theatre operations, and can assist you at every stage of the private hire process.

The Daneside Theatre, Congleton comprises a 300 seat auditorium with the option of removing the front row for wheel chair patrons

The venue is available to hire for commercial, professional, amateur and community performances, arts and educational organisations, conferences, training sessions, meetings and similar events. However, the Theatre is not designed as a "nightclub style" venue – and is not suited to this style of event.

### Application process:

Please read through this entire application pack, including Hire Terms and Conditions. If you have any queries or wish to book the Theatre then please contact the Booking Manager to check the availability of your preferred dates. If your dates are available they will be provisionally held -subject to the Trust's discretion - for a maximum of 14 days or until you have submitted your formal Hire Application Form - disclosing full details of your proposed event.

Your booking is only confirmed once you have received confirmation from the Booking Manager, and you have returned a signed contract including the Theatre's Hire Terms and Conditions, copies of any licences required and deposit.

Your application form can be submitted to the Daneside Theatre by post to  
The Booking Manager,  
Daneside Theatre, Park Road, Congleton Cheshire CW12 1DP  
or by email to [bookings@danesidetheatre.co.uk](mailto:bookings@danesidetheatre.co.uk)

### General Notes

- 1 You can apply to hire the Theatre up to 12 months in advance. You may also arrange with the Booking Manager to hire the Theatre on an annual or more frequent recurring basis
- 2 Before you submit a Booking Form, you should request confirmation from the Booking Manager of (1) the Hire Charges payable for your proposed hiring and how long those Hire Charges remain valid; (2) the method of payment that you should use; and (3) the amount of Deposit required with your Booking Form. The Booking Manager will confirm this in writing.
- 3 In light of the limitations on liability contained in the Terms and Conditions of Hire, we strongly recommend that you obtain cancellation insurance.
- 4 A cash bar service is available for and will be open for public performances. We reserve the right to be the sole supplier of alcoholic refreshments and confectionery, ices etc. at all Events
- 5 The hirer shall be at liberty to provide and sell non-intoxicating refreshments in the Theatre in the upper foyer for consumption in the theatre
- 6 It is the duty of the Hirer to ensure that  
A: the maximum audience capacity does not exceed 300.  
B: the maximum number of performers and chaperones does not exceed 160.
- 7 The Box Office in the theatre foyer is available for performance nights only. Tickets will be sold through our Ticketsource account <https://www.ticketsource.co.uk/venue/EID11J> and in person through Congleton Information Centre, High street, Congleton, telephone 01260 270350 ext 1,
- 8 If you require Box Office staff please notify the Trust by completing the Booking Form accordingly
- 9 Technical staff members will be available to advise and supervise the get in, fit up, technical rehearsal and each performance or presentation. One member of the technical staff must be based at a stage manager's desk for the duration of a performance in order to comply with our fire evacuation policy. Their role is solely to assist in the running of your show and to ensure that safe working practices are adhered to at all times. Any additional required support or services involving staff will be charged and needs to be discussed at the time of booking;



- 10 All hirers will be provided with the necessary telephone numbers for the Theatre technical staff once the booking has been confirmed and the Booking Form and deposit received. This will ensure you have an understanding of all the technical requirements and schedules that need to be considered and all potential costs involved;
- 11 Hirers have access to all sound, light and stage facilities as agreed in their contract, and may operate the equipment themselves under the supervision of the Theatre's Technical Staff or a person approved by the Trust.
- 12 Use of the four stage dressing rooms is included in the hire. Additional rooms are available and their use needs to be agreed with the Booking Manager.
- 13 The Trust does not provide Security staff. If a hirer feels that Security staff are required, this needs to be discussed at the time of booking, and will be at the cost of the Hirer;
- 14 The Theatre does not provide, and is not responsible for, chaperones or safeguarding of minors and vulnerable adults any other direct supervision of cast.
- 15 Cleaning on a daily basis (usually morning) of auditorium and all front of house areas is carried out. If you require cleaning out of the specified time it will be recharged accordingly, and must be notified at time of booking. If your event requires additional cleaning, this will need to be discussed.
- 16 Hires for public performances will be included in the seasonal brochure free of charge, on our website and in our monthly newspaper advertisement. Other events will be included, subject to a nominal cost and available space at time of going to print provided that details are received by publication deadlines.
- 17 The Trust will not produce nor is obliged to distribute publicity materials on behalf of hirers. However supplied materials may be displayed in the foyer and box office areas at the discretion of the Trust, subject to the available space.
- 18 A public pay telephone is situated in the front lower entrance foyer
- 19 An induction loop for hearing aids is present and switched on in the lighting box
- 20 Access to the rear stage areas is via the door controlled by a key pad the number of which should not be freely disclosed
- 21 Normal stage layout is black box.
- 22 No fixings to be made into stage, Additional hanging points are available.
- 23 The Stage front apron can be removed to create an orchestra pit
- 24 Piano, Mirror ball, Risers, Smoke Machine are available to hire (Piano Tuning is chargeable)

## Appendix 2 Front of House Manager Duties/Procedures

- HM1 The House Manager is responsible for all Front of House duties
- HM2 The House Manager must not act as a steward or sell programmes, raffle tickets etc.
- HM3 Meet with all the stewards at least 45 minutes before the start of the performance to inform them of their duties – see below HS1 etc. You must be aware of where your stewards are at all times.
- HM4 The names of all stewards and other staff must be included in the diary kept in the ticket office. All stewards must be at least 18 years of age. All persons selling raffle tickets, programmes etc must be at least 16 years of age.
- HM5 Make sure that stewards are on duty at all times and that they are all aware of the correct fire procedure and the fire 'code' word
- HM6 Assign each steward to a specific door. The steward on the bottom right door by the Disabled Toilets must be available at all times to assist with access. The audience cannot access the auditorium until all stewards are in place.
- HM7 No steward can sell or be involved with Ice Cream, Programmes, Refreshments, Raffle tickets etc
- HM8 Make sure that the fire exit signs and hearing loop are switched on before the audience is admitted to the auditorium
- HM9 Know how to contact the stage manager quickly
- HM10 Know the positions of internal telephones
- HM11 Be aware of the technical staff (sound and lighting)
- HM12 Be aware of where the authorised first aid staff are situated
- HM13 Under the Theatre Act you are representing the licensee and must be on the premises at all times
- HM14 Greet the audience and look after them in the correct manner.
- HM15 The aisles and stairways must be kept clear at all times. No one is allowed to sit or watch the performance on the stairs
- HM16 First Aid Attendants should site one on each side at the rear of the auditorium
- HM17 Ensure that the gates (both the side and main gate) at Riverside are open.
- HM18 The Theatre Full car park sign must used along with traffic cones. These need to be returned to the workshop after each performance
- HM19 The exit doors in the auditorium must be unchained before the audience is allowed into the auditorium and opened at the end of the performance to allow the patrons to exit. The keys and chains are to be placed by the stage managers desk
- HM20 Drinking is allowed in the auditorium, as long as plastic glasses are used from the bar.

Note for rehearsals involving more than 4 people the auditorium doors must be unchained.

## Front of House Staff/Stewards

- HS1 The House Manager will inform you of your duties
- HS2 You will be responsible for manning your assigned door. This will include opening to allow patrons to enter and exit. Your specific duties will be explained to you by the House Manager. Before the performances make sure you are familiar with your duties and how you door opens/closes
- HS3 Make sure you know the fire procedure
- HS4 Keep the House Manager informed should you have to leave your position. You must be available at all times that there is an audience in the auditorium
- HS5 Your duties are not over until the public have left the auditorium and the House Manager confirms that your duties are complete
- HS6 At the end of the performance, you should check the auditorium for lost property, and pick up and dispose of any large items of rubbish.

### Appendix 3 Technical Staff Procedures

- TS1 Remove the security chains from the dressing room and auditorium doors and rechain after the cast has left. The keys and chains to be placed by the stage managers desk
- TS2 Check the stage manager duties listed by the SM desk
- TS3 Be familiar with the fire procedures
- TS4 Know how to contact the House Manager
- TS5 At the end of the performance make sure that all cast and staff have left the area as you lock and secure all doors and switch off all lighting and heating
- TS6 Make sure that the main lighting switch (in corridor cupboard ) is switched off
- TS7 Inform the House Manger as you leave that the building is secure and everyone has left

## Appendix 4 Fire procedures

### The lift must NOT be used during an evacuation

FP1 Any person discovering a fire shall activate a break-glass call point and then inform both the House Manager and Stage Manager. By breaking the call point this will activate klaxons in the extension and beacons in the theatre, as well as alerting our alarm monitoring company.

FP2 The House Manager (or delegated person) will call the Fire Brigade to confirm the 'break glass call'

FP3 The House Manager and Stage Manager will give staff the emergency signal who will move to their allocated posts and duties. The emergency staff signal is "Mr Sands" It should be used to indicate where the fire is located eg 'Mr Sands is in the bar' The Stage Manager must use the intercom to inform dressing rooms extension and foyer using the volume restoration facility.

FP4 The Stage Manager should stop the performance, bringing in the house tabs and walking to the centre stage in front of tabs to inform the audience:-example- "ladies and gentlemen it is necessary to evacuate the building. Will you please leave the auditorium by the nearest exit and without running make your way to Park Road at the front of the theatre"

FP5 The stewards must open all exit doors and guide patrons out in a loud firm voice saying "this way out please"

FP6 The House and Stage Managers are responsible for ensuring that everyone is out of the theatre. The House Manager (or delegated person) must check all public toilets including the disabled toilets. The Stage Manager (or delegated person) must check the extension and toilets, the dressing rooms and toilets

FP7 The Stage Manager must collect the crew/cast list fixed by the stage door.

FP8 The House and Stage Managers must take a roll call of all cast and crew to ensure that all have left the building and are safe.

FP9 The House and Stage Managers must confirm that the fire brigade has been called to confirm the emergency and not rely on the automatic system

FP10 The House and Stage Managers must meet the fire brigade and inform them that the building is clear of people or otherwise if someone is thought to be still in the building

### Rehearsals

The above procedure must be followed. If a House and Stage Manager is not present then their role is taken by the key holder(s) or principal hirer. It is advisable that a fire drill is carried out to familiarise everyone with the correct procedure and meeting point. The drill must be recorded in the log book in the box office

### Cast/crew list

The Trust advise that a list of all persons present backstage during a performance is made and fixed to the notice board by the stage door. Each person must sign themselves in and out when leaving (no matter how short the time they are present in the theatre or outside the building)

### Fire Extinguishers

These are situated as below. If any extinguisher is used its use must be reported

|                      |                         |                               |                                    |
|----------------------|-------------------------|-------------------------------|------------------------------------|
| Entrance foyer       | by main door:           | 9 litre water, 4kg dry powder |                                    |
| Top foyer            | by refreshment area:    | 9 litre water                 | In lighting box: CO2               |
| Stage area           | by stage manager:       | CO2 / fire blanket            | Opp prompt side: CO2               |
| + fire blanket       |                         |                               |                                    |
| Lower dressing rooms | SR:                     | 9 litre water                 | SL: 9 litre water                  |
| Workshop             | Car park entrance:      | 2 gallon water                | dimmer gallery: CO2                |
| Extension            | Main door               | 9 litre water                 |                                    |
|                      | Door bottom staircase   | 9 litre water                 |                                    |
|                      | First floor hallway     | 9 litre water                 | Second floor hallway 9 litre water |
|                      | Plant room ground floor | 9 litre water                 | CO2                                |