

Academy

Welland Park

**HOUSE RULES FOR OCTAGONAL HALL USERS**

**(in addition to the standard Indemnity and Conditions of Letting)**

1. The visiting theatre company must ensure that all cast and backstage personnel enter and exit the building through a designated stage door. This must be manned at all times and a sign in sheet must be in operation to ensure only theatre company staff enter the premises. The number of cast members as well as names of cast and back stage personnel are to be provided to Welland Park Academy 1 week prior to the show date.
2. A key contact person must be nominated by the visiting theatre company and full contact details including mobile number must be provided to Welland Park Academy. It is this person’s responsibility to ensure that all rules are adhered to by all cast and crew.
3. A Health & Safety representative must be appointed prior to the show. This person must ensure all members of the theatre company are briefed to inform this representative of any injuries or other health and safety issues. This person must also make themselves known to the Duty Premises Officer prior to the performance, to whom they must report any issues highlighted.
4. Performance times must be agreed with Welland Park Academy at the time of booking the theatre space. Alterations to these times may not be possible once agreed. Access is only allowed to the theatre at agreed times so as to not crossover with students on site. Please discuss specified ‘get out’ times with the Lettings Manager as these will incur an additional charge.
5. Any damage or loss of theatre stock is the responsibility of the visiting theatre company and must be replaced. Any belongings left at Welland Park Academy by an outside company are left at the risk of the individual.
6. No fixings of any kind to floors, stage or walls unless it is in agreement with Welland Park Academy prior to fixing. Repairs for damage to the building including marks to walls will be charged back to the visiting company.
7. The Drama Studio, corridors, lighting/sound gantry and general back of house areas must be kept clean and tidy at all times.
8. Only designated areas can be used as dressing rooms and must be agreed by Welland Park Academy. Fire exits must be kept clear at all times.
9. Smoking is strictly prohibited in all areas on site, indoor and outdoor.
10. No alcohol is to be consumed back of house or in the auditorium. Any evidence of food/drink consumption must be cleared from all areas before leaving.
11. Any faults or breakages must be reported immediately to the Duty Premises Officer.
12. All cast and backstage personnel must be aware of the Welland Park Academy fire evacuation procedure.
13. Any equipment that does not belong to Welland Park Academy and used for the hire period must have a valid PAT certificate or evidence of valid PAT displayed on the equipment.
14. Any lighting or sound fixtures / projectors or external power used in the daily life of the Academy must be restored to the correct working position for school use before exiting the site for the evening.
15. Any lighting or sound fixtures / projectors or external power moved for the hirer’s event must be restored to the correct working position for school use before exiting the site at the end of the hire period. (Diagram supplied)
16. The visiting theatre company must supply all of their own consumables (lighting gels, tape etc).
17. Welland Park Academy expect all of their staff to be treated with respect. Any incidences of abuse will result in the closing down of the performance and both the visiting theatre company and the audience will be asked to leave the site.

I agree to comply with the above rules and procedures on behalf of –

Visiting Theatre Company Name ……………………………………………………………………………………………………………

Signature ……………………………………………………………………………………………………………………………………………….

Print Name …………………………………………………………………………………………………………………………………………….

Date ……………………………………………………………………………………………………………………………………………………….

The Welland Park Academy Fire Evacuation Procedure –

Upon hearing or seeing the fire alarm:

1. The Technical Manager of the visiting theatre company makes an immediate announcement into the auditorium informing all guests to evacuate immediately
2. Visiting theatre staff open fire doors and make further verbal announcements asking guests to leave the theatre in a calm manner and to assemble at the Main Fire Assembly Point on the All Weather Pitch
3. The Duty Premises Officer will check the alarm panel, investigate the source of the alarm and if necessary dial 999 and inform the fire brigade
4. When safe, the Duty Premises Officer will advise the visiting theatre company that they may re-enter the building