



# STANTONBURY THEATRE

## THEATRE HIRE TERMS AND CONDITIONS



Welcome to Stantonbury Theatre. These Terms & Conditions are intended to assist all hirers and users of the theatre and contains the information needed to ensure a safe, successful, and enjoyable use of the theatre for your performances. Please read through this pack carefully; although some of the content is for information only, there are several items that are very important as they refer to statutory and contractual requirements.

### **STANTONBURY THEATRE**

Stantonbury  
Milton Keynes  
MK14 6BN

**Theatre Administration:** 01908 324422

**Email:** [theatre@stantonbury-tove.org.uk](mailto:theatre@stantonbury-tove.org.uk)

**Box Office:** 01908 324466

**Email:** [boxoffice@stantonbury-tove.org.uk](mailto:boxoffice@stantonbury-tove.org.uk)

**Technical Department:** 01908 324423

**Email:** [theatre.tech@stantonbury-tove.org.uk](mailto:theatre.tech@stantonbury-tove.org.uk)

**Website:** [www.stantonburytheatre.co.uk](http://www.stantonburytheatre.co.uk)

## CONDITIONS OF HIRE

### Deposit

On signing the contract to hire the theatre, the hirer will pay a non-refundable deposit based on the number of days hire as per the table below.

No of Days Booked	Deposit Required
1 day	£150 plus VAT
2 - 4 days	£250 plus VAT
5 - 7 days	£350 plus VAT
8 days and over	£550 plus VAT

1. The hire will not be considered binding until the deposit is received.
2. The balance of the hire will be due prior to the event unless negotiated with theatre management.
3. Any other charges incurred by the hirer will be invoiced to the hirer and payment will be due 30 days after the final performance.
4. Additional charges will be added for additional performances exceeding the examples set out in the Hire Charges.
5. The hirer will provide, at their own expense, any additional equipment not normally provided by Stantonbury Theatre.

### Hire Charges

Information on current hire charges will be made available to you at the time of your hire. These are subject to change as prices are increased annually and are effective from that point irrespective of whether your booking was made prior to that date. Information on the increase is sent out at the earliest possible time before the increase comes into effect.

## CANCELLATION

In the event of the Hirer cancelling, the following will apply: -

CANCELLATION PERIOD	AMOUNT DUE
Cancelled within 8 weeks	Full hire fee to be paid less the deposit already remitted
Cancelled within 12 weeks	Pre-paid deposit automatically forfeited by the hirer PLUS 50% of full hire fee (less deposit)
Cancelled within 24 weeks	Pre-paid deposit automatically forfeited by the hirer PLUS 20% of full hire fee (less deposit)
Cancelled within 36 weeks or more	Pre-paid deposit forfeited by the hirer

1. Stantonbury Theatre shall have the absolute right to cancel any contract of hiring at any time at its own absolute discretion and shall not be liable for any claim, cost, action, demand, or compensation in respect of any loss or damage arising from such cancellation. Any deposit paid would be refunded.
2. Without prejudice to their rights of cancellation or repudiation herein contained, Stantonbury Theatre shall be entitled summarily to cancel the hiring at any time before or during the hiring: -
  - a. If the hirer fails to observe the requirements of any of the conditions set out above or below.
  - b. If, at any time prior to the commencement of the function, the programme or other details of the particulars referred to in the application form have not been supplied or if supplied have not been approved by or on behalf of Stantonbury Theatre.

## **PUBLICITY**

1. The theatre will be acknowledged on all publicity material as **Stantonbury Theatre**.
2. Publicity material for the hirer is displayed at the discretion of the management and in designated areas only.

## **CONDITIONS, LICENSES AND COPYRIGHT**

1. The hirer will not sublet any part of the hired premises.
2. Unless otherwise arranged, ensure that the performance ends before 22:30.
3. The hirer will not sell alcohol or any other beverages and will be subject to the conditions set out by the Designated Premises Supervisor (DPS) of the Theatre's Premises Licence.
4. Obtain all necessary licenses or permissions and pay all copyright royalties or other fees in respect of the production.
5. The hirer shall indemnify Stantonbury Theatre against any infringement of copyright which may occur during the hiring.
6. Any unlicensed photographing or video recording of any copyright material is strictly prohibited.
7. Where minors are involved in performances: -
  - a. Stantonbury Theatre will not allow the taking of photographs or filming of any activity in the theatre by anyone other than the person(s) authorised by the Hirer and agreed upon in advance by the Management.
  - b. Participants and parents / carers / guardians must be informed by Hirers if a photographer will be in attendance at an event and Hirers must ensure they have consent to both the taking and publication of films or photographs.
8. PRS - The hirer will complete a PRS declaration form in respect of all music used in the production, including music written for the production, published works, incidental, entr'acte and exit music, whether recorded or performed live and showing gross/net box office receipts. The hirer will also supply a copy of their programme. A charge (+ VAT) for PRS will be applied.
9. The hirer will comply with the conditions as set out in the Theatre's Premises Licence.
10. Effect and maintain such insurance policies as may be required to cover all requisite statutory and other liabilities and to ensure that all staff/members and others engaged on behalf of the hirers are covered by the hirer's liability insurance. Copy of all relevant certificates must be forwarded to the theatre prior to the event or the beginning of the hire period.
11. Hirers will already have public liability insurance cover for their usual activities, but it is strongly recommended that the insurance company concerned should be advised in writing of the working of Stantonbury Theatre's conditions and confirmation obtained from such insurers that the policy is fully operative in respect of the use of the Theatre and Gallery.

12. When using minors in performances, obtain such licenses as required to satisfy statutory and other legal liabilities regarding performances and the chaperoning of minors whilst on the theatre premises.
13. Whilst rehearsing and working in the theatre please keep food and drink out of the Theatre Foyers, Auditorium and Control Room.
14. Stantonbury Theatre is located on a shared site with a School and Leisure Centre. When visiting and using the theatre, hirers and their employees/participants must remain within the public areas in and around the theatre building unless otherwise agreed.
15. When there is more than one performance on the same day, please ensure that there is, at least, ninety minutes between the end of one performance, and the beginning of another.

## **HEALTH & SAFETY**

1. Jointly with Stantonbury Theatre, ensure that all staff/members and others engaged on behalf of the hirer maintain adequate standards of health and safety throughout the visit in accordance with the appropriate legislation.
2. **When rehearsing or performing, the company will be able to provide the theatre with registers or lists of whom they have rehearsing/performing in the building.**
3. The Duty Technicians or FOH Managers are the theatre's designated First Aiders should you require first aid. With large groups it is helpful if you also have thought through provision of additional First Aid cover backstage and have informed the Duty Technician of any additional cover you are able to provide.
4. The Theatre has a supply of First Aid consumables primarily for the use of the audiences, staff and, in emergencies, the hirer. It is requested that hirers bring their own First Aid supplies (i.e. ice packs) if they believe there might be the demand for their performers. Excessive use of the Theatre's supply may incur charges.
5. Ensure that all staff/members and others engaged on behalf of the hirer are made aware of the Theatre's Fire & Evacuation procedures and have nominated a representative who has agreed to be the point of contact for safety, and who will be conversant with our evacuation procedure and be briefed by the Technicians.
6. Stantonbury Theatre will supply Ushers/Stewards for each performance.
7. **No more than 470 persons will be allowed inside the agreed hired premises.** This includes all performers, front of house, technical staff, all theatre staff and the public.
8. A competent person, as approved by the Technical Manager, can operate all stage, lighting and sound equipment.
9. All additional equipment supplied by the hirer must be approved by the Technical Manager and have all electrical equipment subjected to Portable Appliance Testing.
10. Ensure that all scenery, stage props and drapes have undergone flame-retardant treatment in accordance with the theatre license.
11. If using any type of firearms, an appropriate designated armourer must be appointed and the hirer must ensure all relevant authorities have been informed of their firearm use prior to the hire.
12. All pyrotechnics, dry ice machines, real flame (including cigarettes and candles), smoke and foam generators can only be used with the express consent of the Technical Manager.

**Stantonbury Theatre retain the right, with other statutory bodies, to summarily prevent or stop a performance for whatever reason, if they consider all or part of it to be detrimental to the safe operation of the theatre, its business and the public.**

## SECURITY

1. The hiring does not entitle the hirer to use or enter the hired premises at any other time than the specific hours for which they are hired unless prior arrangements have been made with the Management.
2. STAGE DOOR – please use this entrance in preference to Front of House Foyer and fire exits.
3. The hirer shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the hired premises and that no person shall trespass on parts of any Stantonbury Theatre or Stantonbury School buildings not included in the hiring.
4. Stantonbury Theatre retain the right to refuse entry to anyone whose presence they consider for whatever reason to be detrimental to the safe operation of the theatre and its business.
5. A CCTV camera is situated in the Auditorium and the Scene Dock.
6. Hirers are responsible for the safety and security of any technical equipment they may bring into the Theatre.
7. The hirer will ensure that no external entrances/exits are left open to ensure the security and safeguarding of the users, user's property and the Theatre itself.

## LOSS OR DAMAGE

1. The hirer will be held responsible for the theft, loss or damage of any property or equipment belonging to Stantonbury Theatre and made available for the hirer's use.
2. Stantonbury Theatre accepts no responsibility for the loss or damage of any items belonging to the hirer or any of their company. Security of personal items is strictly the responsibility of the hirer. Please take all your possessions away with you at the end - unfortunately we cannot take responsibility for things left behind by hirers. Items will be disposed of, and you will be charged the cost of clearance.
3. Stantonbury Theatre is not liable for any loss to the hirer due to flood, fire, breakdown of equipment, failure of supplies or other unforeseen intervention.

## BACKSTAGE, TECHNICAL SUPPORT & OPERATIONAL

1. The Theatre Box Office is open forty-five minutes prior to any performance that Stantonbury Theatre are selling tickets for. The Box Office can also be contacted by phone – 01908 324466, Option two.
2. The theatre can also be contacted by email:  
**Admin** - [theatre@stantonbury-tove.org.uk](mailto:theatre@stantonbury-tove.org.uk)  
**Technical** – [theatre.tech@stantonbury-tove.org.uk](mailto:theatre.tech@stantonbury-tove.org.uk)  
**Gallery** – [gallery@stantonbury-tove.org.uk](mailto:gallery@stantonbury-tove.org.uk)  
**Box Office** – [boxoffice@stantonbury-tove.org.uk](mailto:boxoffice@stantonbury-tove.org.uk)
3. During August, the theatre auditorium and backstage are mostly closed for general maintenance. All other admin and box office operations continue as usual.
4. The Auditorium is occasionally used by Stantonbury School for a school assembly or staff meeting during school hours. These would only use the auditorium and front of stage.

## THEATRE TECHNICAL SUPPORT

1. The days and times booked must include time for rigging the lights, fitting up of the set and rehearsal time. Because of the demands on the space, get-outs should normally be done immediately after the last performance when Technical Support will be available until 23:30 hours. If it cannot realistically be completed within this time, it then it must be booked for the following half day and paid for at an arranged fee.
2. When the Theatre is being used, a Stantonbury Theatre technician must be on site to supervise and assist. The theatre has a limited number of staff and must comply with statutory health and safety regulations, and accordingly, Technical Support is not normally available outside of the hours outlined in the table below.
3. Hirers are required to provide their own lighting or sounds operators. If the theatre provides an operator(s) then a charge (+VAT) will be made.
4. **If Hirers overrun their time, 'out of hours' charges will be made per hour or part thereof (+VAT).**

Non-Performance Days	Monday - Sunday from 10:00 to 22:00 hours The building must be vacated by 22:00 hours so get-ins and rehearsals must finish in sufficient time to ensure this
First Performance Day	Monday - Sunday from 10:00 hours until one half hour after the end of the performance (excepting Get out – see below)
Next Consecutive Performance Day(s)	When there is more than one performance day, during the remaining performance day(s) in the run, the theatre will be available from a pre-arranged 'call time' – not usually more than two hours before 'curtain up' – to one half hour after the end of the performance.
Get Out	Get-outs should be done immediately, and as quickly as possible. After the only or last performance when Technical Support will be available - but not beyond 23:30 hours. If it cannot realistically be completed within this time it then it must be booked for the following half day and paid for at an arranged fee.

## Dressing rooms

1. There are eight dressing rooms and a green room located backstage.
2. Please ensure that all belongs are taken at the end of your hire.
3. If any furniture is moved between dressing rooms, please endeavour to return furniture, and subsequently, the dressing rooms to an 'as found' state.
4. The hirer will be held accountable for the theft, loss or damage of any property or equipment belonging to Stantonbury Theatre and will be responsible for replacing stolen, lost or damaged property or equipment.

## BOX OFFICE AND PUBLICITY

## Seating Plan



### Box Office

1. If the Theatre is selling your tickets, there is a charge to hirers for a box office assistant to open the box office prior to curtain up.
2. The theatre operates Ticketsolve, a web-based box office system, and can sell the tickets for your event. The theatre does not add any additional transaction charges onto customers buying tickets. The Theatre will pass on to the hirer the charges from the online ticket provider of £1 per ticket sold online, plus all relevant card charges and tax. These charges are added to your final invoice. **This needs to be included in the ticket price and does not appear as a separate charge. You will need to bear this in mind when you set your ticket prices as we will deduct this online cost and card charges from your gross box office.**

Customers can buy tickets online at [www.stantonburytheatre.co.uk](http://www.stantonburytheatre.co.uk) and print their own tickets or use the confirmation email on their mobile device as proof of purchase when they arrive at the theatre.

  - Telephone using credit/debit card: 01908 324466 – Option Two
  - In person from the Leisure Centre Reception Monday – Friday 10:00 – 16:00 hours; or tickets can be left for collection by request.
  - In person 45 minutes before the performance from the Theatre Box Office for performances Stantonbury Theatre are selling tickets for.
3. If tickets are to be sold by Stantonbury Theatre via Ticketsolve, then the company agrees that Stantonbury Theatre will be acting as a booking agent in the matter of ticket sales for their production and the visiting company shall properly account for VAT on all ticket sales.

4. Once your event is completed, a Box Office report will be prepared asking you to confirm that that you agree the amounts owed to you. A contra arrangement is in place so that the cost of your Theatre Hire will be deducted from your Box Office takings. Any balances can then be reconciled by BACS transfer.
5. During the pre-performance selling period we can keep you up to date with sales by sending a weekly report, if required.
6. Once the event is completed, we can provide accurate financial reports for your event and analyse your sales.
7. **PLEASE NOTE - When a mixing desk, follow spotlight or video camera, are in use on the back row of the Theatre, no seats in Row K should be sold.**
8. Hirers can sell their own tickets. The theatre's tickets must be used and will be provided and a charge of £15 + VAT per performance will be added to the final invoice for ticket printing.
9. If Hirers are selling their own tickets, a seat row and number **must** be allocated to the ticket holder.

### **Publicity**

1. Stantonbury Theatre produces a FULL COLOUR brochure which is distributed widely both within Milton Keynes and beyond. Hirers who wish to be included will be requested to provide copy and images at the appropriate time. A charge (+VAT) will be made for this service which also includes a full listing and details on the theatre's web pages.
2. If the theatre sells tickets for a hirer, then production details will be added to the theatre's website.
3. If a hirer does not wish to be included in the brochure and is selling their own tickets, then their production details can be added to the website for a charge (+ VAT)
4. Stantonbury Theatre are happy to distribute appropriate posters and leaflets for events which are taking place in Stantonbury Theatre and would greatly appreciate receiving copies of these as soon as they are printed.

### **FRONT OF HOUSE**

#### **A FRONT OF HOUSE MANAGER is provided for each performance.**

1. The FRONT OF HOUSE MANAGER has the responsibility for public health and safety and has the right to close the performance down if hirers are not meeting their responsibilities in these respects. During the period of hire, the decisions of Stantonbury Theatre (including Front of House Managers and Duty Technicians) or other accredited representatives are final.
2. Stantonbury Theatre will supply your event with STEWARDS/USHERS as part of the hire charges.
3. **When you supply your own volunteers, the following conditions must be observed.**
  - a. To prevent evacuees turning left into the scenery dock instead of right to the outside, an additional steward should always be placed in the corridor outside the disabled toilets if the downstage left entrance is being used by performers.
  - b. Similarly, if the exit door by Dressing Room 8 is used as a performers' entrance, an additional steward should be placed in that corridor.
  - c. All volunteers must be over 16 years old and deemed suitable by the FRONT OF HOUSE MANAGER and DUTY TECHNICIAN on duty.
  - d. All Stewards/Ushers are under the ultimate supervision of the FRONT OF HOUSE MANAGER, who will explain safety and emergency procedures before the performance starts.



- e. The designated Stewards/Ushers must remain in the Auditorium throughout the performance in accordance with the Fire Regulations and be seated in the designated seats according to the seating plan being used.
  - f. All designated stewards and ushers must remain on duty at the doors during the interval and remain in the Auditorium until the last member of the audience has left the Theatre.
  - g. Theatre supplied ushers can be used to sell merchandise, raffle tickets, staff a box office etc. inside or outside the Auditorium; however, any such personnel required by the hirer should be provided by the hirer and a fee + VAT will incur if the Theatre's staff are required to perform any of these duties.
  - h. All stewards and ushers must be clearly identifiable, and their sole responsibility is to supervise the audience in the Auditorium, until released by the FRONT OF HOUSE MANAGER.
  - i. No alcohol will be consumed by any of the hirers volunteers whilst they are '*on-duty*'.
4. The Front of House and Technical team will endeavour to ensure that your performances start on time for all 'Acts'. However, it is the ultimate decision of the FRONT OF HOUSE MANAGER and/or DUTY TECHNICIAN as to whether your performance may start, stop or continue.
  5. The Theatre is grateful for any help from hirers after the show in clearing up litter etc.

#### **Doors & Entrances**

1. The public should enter the Auditorium by the doors in the upstairs foyer. Only wheelchairs and patrons with restricted mobility may enter at ground level.
2. The two top Auditorium doors must be staffed for the checking of tickets.
3. No standing or sitting on the stairs is permitted.
4. Loose chairs, prams or pushchairs may not be brought into the Auditorium.
5. **When a mixing desk, follow spotlight or video camera, are in use on the back row of the Theatre, NO seats in Row K should be sold.**
6. When tables are used in the Foyer for the selling of merchandise, raffle tickets, photos etc, the number of tables allowed is **limited to four**. With limited space in the Foyer, having any more tables would increase hazards in case of evacuation.
7. No tables/chairs used in the building should be blocking any doors or entrances/exits.
8. Stantonbury Theatre reserves the right to refuse entry to any person should it be deemed necessary to ensure the safety and comfort of other patrons.

#### **FOOD & DRINK**

1. Whilst rehearsing and working in the theatre please keep food and drink out of the Theatre Foyers, Auditorium and Control Room. You will be charged for any additional cleaning incurred by food being taken into the theatre. Whilst rehearsing or setting up for performances in the theatre items of food and drink are not allowed for consumption in the theatre foyers without prior permission from the Theatre Management.
2. Refreshments in non-breakable containers may be brought into the auditorium during a performance.
3. **Hirers must not under any circumstances offer items of food and drink for sale in the theatre or its environs without the permission of Stantonbury Theatre.**

4. The stewards/ushers will endeavour to ensure that no food or drink is taken into the Theatre either before the performance or at the interval except where consumables have been sold by the theatre.
5. A bar is provided by the theatre prior to performances and during the interval.
6. Any person(s) who are involved in designated roles, including but not limited to, operating lights/sound, chaperoning, selling or ushering, must not, under any circumstances consume alcohol whilst they are 'on-duty'.

## **ACCESS**

1. The backstage area of the theatre is accessible by ramp or by the Dock door at ground level. Wheelchair access for the auditorium is via an entrance at ground level and there are adapted disabled toilets adjoining this entrance.
2. There are four designated spaces in the auditorium for wheelchairs on this same level.
3. When the Leisure Centre is open, a Lift is available in the Leisure Centre (adjacent to the Theatre) which will facilitate access to the Gallery, Auditorium and Upper Theatre Foyer.
4. There are additional Disabled Toilets in the Leisure Centre when it is open.
5. Each wheelchair user should be accompanied by an able-bodied person over 18 years of age, who can assist them from the building in case of emergency and who should be seated in a seat adjacent to the disabled person.
6. There are several specially marked parking bays for disabled patrons in the car park adjacent to the theatre. There is the facility to park a van or minibus or specially adapted vehicle close to the dock door for unloading. This however is not a parking space, and any vehicle must be removed once unloading has finished to give access for emergency vehicles. There is a large car park on two sides of the Theatre where vehicles can subsequently be parked.
7. Guide dogs are welcomed. Please advise the FOH Manager of your requirements.
8. If you are aware of any of your audience members being hard of hearing and likely to benefit from the infra-red system installed in the Theatre, then please bring this to the attention of the FOH Manager who will provide the necessary headset.
9. Booster Cushions are available for children to use in the auditorium.

## **APPENDIX 1**

**The theatre may, at any time, exercise its right to run a fire evacuation procedure during your time in the theatre.**

### **EMERGENCY EVACUATION - FIRE INSTRUCTIONS (Performance in progress)**

#### **FRONT OF HOUSE STAFF**

1. If a call point, heat detector or smoke detector are activated in the theatre; the alarm will sound immediately.
2. This alarm is a loud bell with a voice declaration over the top informing people that fire has been located and to leave immediately.

**If a fire is discovered, then a call point must be activated immediately. You must not delay in raising the alarm.**

**NEVER PUT YOURSELF IN DANGER WHEN PERFORMING A FIRE EVACUATION**

1. At the point that the alarm sound people must begin to evacuate.
2. The Ushers must make their assigned exits available and ensure nothing is blocking or hindering the escape route.
3. If the fire is located in that area, then the doors should be closed to prevent access and stop the fire spreading quickly.
4. The audience can be evacuated down the stairs out of the bottom doors in the auditorium or through the upstairs foyer and directed either downstairs towards the Box Office or along the Gallery Bar and out via the fire exit located in in the area adjacent to the Gallery.
5. Ensure that people are instructed to leave immediately and not to stop to collect belongings.
6. If members of the public refuse to move, then firmly ask them twice. If they still will not evacuate, then leave them – NEVER put yourself at risk – and inform the Fire Officer of their location.
7. Every effort must be used in evacuating disabled patrons out of the ground floor fire exits.
8. Any/all persons, once out of the building, must not return inside to collect anything or anyone.
9. Direct people to the assembly point.
10. All staff to join everyone at the assembly point and await further instruction from the Front of House Manager.
11. An evacuation can also be instigated without an alarm sounding, (preferred) for example in the case of a bomb alert, or loss of power. In which case, either the FRONT OF HOUSE MANAGER or the DUTY TECHNICIAN will come onto stage and make an announcement and all staff must affect the measures above.

## **APPENDIX 2**

### **EMERGENCY PROCEDURES FOR HIRERS BACKSTAGE AND ONSTAGE**

1. Fire exits and escape routes must be kept clear from obstruction. Please make all the persons involved in your event aware of the Emergency Evacuation Procedures; all Hirers must know their evacuation route and assembly point in case of fire. All routes are clearly designated on notices situated around the theatre and its environs.
2. From time to time the theatre will run a Fire Alarm and Evacuation procedure.
3. No firefighting equipment should be moved or removed except for use in a genuine emergency. Abuse of any firefighting equipment is an offence and will lead to prosecution.
4. All personnel **must** evacuate the building and **should not** re-enter the building until the all-clear is given by the DUTY TECHNICIAN and/or emergency services.

### **FIRE EVACUATION BACKSTAGE AND ONSTAGE**

1. If a call point, heat detector or smoke detector are activated in the theatre; the alarm will sound immediately.
2. This alarm is a loud bell with a voice declaration over the top informing people that fire has been located and to leave immediately.

**If a fire is discovered, then a call point must be activated immediately. You must not delay in raising the alarm.**

### **NEVER PUT YOURSELF IN DANGER WHEN PERFORMING A FIRE EVACUATION**

1. In the event of the Evacuation Procedure being instigated, all persons on the premises should immediately leave by the nearest available fire exit and without stopping to collect belongings make their way to the assembly point.

2. Close all windows and doors behind you but DO NOT LOCK DOORS, doing so makes the Duty Technician's job of ensuring the building is clear much more difficult.
3. NOTE: The 'fire alarm' sounding does not indicate that there is a fire on the premises. The alarm is sounded to indicate that an evacuation is required but does not offer any reason why that evacuation may be required.
4. An evacuation can also be instigated without an alarm sounding, (preferred) for example in the case of a bomb alert, or loss of power.
5. The DUTY TECHNICIAN will commence an immediate evacuation of the Back of House Areas of the theatre, instructing people to congregate at the assembly point.
6. The DUTY TECHNICIAN will collect the 'company' signing in sheet(s) from the notice board back of house. *(If applicable)*
7. Once the Back of House sweep has been completed, the DUTY TECHNICIAN will sweep the auditorium, roof and Front of House areas.
8. Once satisfied that there are no persons left inside the building, they will proceed to the assembly point and liaise with the FRONT OF HOUSE MANAGER (when the evacuation occurs during a performance) and Emergency Services as appropriate.
9. Once the DUTY TECHNICIAN and the Emergency Services are satisfied that the emergency is over and have given the "All clear" all evacuees may return to the building. Only the DUTY TECHNICIAN, with clearance from the Emergency Services, can pass on the "All Clear" to return to the building.

## **IN THE EVENT OF AN ACCIDENT**

### **FRONT OF HOUSE**

Should a member of the audience collapse or have any form of accident:

1. Remain calm – if you panic it might lead to other members of the audience becoming upset.
2. Do not attempt to move the person.
3. Leave one usher attending the injured person and immediately go and find THE FRONT OF HOUSE MANAGER and inform them clearly and calmly of the situation. The situation is now out of your hands.
4. Return to your post.
5. You may be required later to supply details for the Accident Form.

## **IN THE EVENT OF AN ACCIDENT**

### **BACKSTAGE**

1. Immediately inform the **DUTY TECHNICIAN** who is a trained First Aider.

### **APPENDIX 3 GUIDELINES FOR GOOD PRACTICE FOR CHILDREN IN PERFORMANCES AND THE PROVISION OF CHAPERONES**

1. The welfare of children should always remain of paramount importance and Stantonbury Theatre is committed to good practice and a duty of care which protects children involved in activities within the theatre. Children are defined as being young people under the age of eighteen years.
2. Stantonbury Theatre staff have appropriate clearances and an enhanced check from the Disclosure and Barring Service (DBS). Stantonbury Theatre expects Hirers to obtain clearances and/or disclosures for staff or volunteers as necessary and appropriate.
3. Stantonbury Theatre asks that the Hirer respects the working practices of the theatre and do not sanction or encourage the inappropriate use of working areas e.g. – children changing in the corridors or Scene Dock
4. Stantonbury Theatre will not allow the taking of photographs or filming of any activity in the theatre by anyone other than the person(s) authorised by the Hirer and agreed upon in advance by the Management.
5. Participants and parents / carers / guardians must be informed by Hirers that a photographer will attend an event and Hirers must ensure they have consent to both the taking and publication of films or photographs.

#### **Professional & Non-Professional Productions:**

- The hirer should ensure they have the appropriate licences such as a Body of Persons Licence. A copy of the licence must be sent to the theatre prior to your event. If this is not received, then the local authority will be notified, and this will result in a visit from them during the production.
- A chaperone shall oversee no more than 12 children, always.
- Make sure changing rooms are occupied by children only – split ages and male/female (children over 5 must be split boys & girls)
- The chaperone shall always oversee the child when in the theatre.
- Children cannot be allowed into their dressing room(s) until the chaperone is present, therefore the chaperone's timekeeping must be reliable.
- Licence holder is responsible for keeping records of when the children arrive and leave the theatre, but responsibility usually passed to chaperones. Parent must sign children in/out. If not the parent, you must have full details of the person collecting the child, in writing, in advance – this person then signs for child (see letter) Even if the child is 15/16 years and still at school.
- Contact details must be on file and readily available.
- A parent can chaperone their own child.

## Rehearsal / Performance Guidelines

### Maximum number of hours that a child may attend a place of performance or rehearsal

Age of child	Maximum number of hours in one day at the place of rehearsal or performance	Maximum total number of hours of performance or rehearsal on one day	Maximum continuous
0 - 4 years	5	2	0.5
5-8 years	8	3	2.5
9 – school leaving age	9.5	5	2.5
<b>Stage Performance Times</b>			
No longer than 6 hours between 10am & 10:30pm			
Production not longer than 3.5hrs			
Child's part not longer than 2.5 hours			

- A child shall not be present at a place of performance or rehearsal before 7am.
- On the day immediately following a day on which a child has taken part in a performance or rehearsal he or she shall not take part in a performance or rehearsal until after fourteen hours, from the end of his part the preceding day, have expired.
- A child shall not be present at the place of performance after the following times:  
(Both amateur and professional productions)
- The hirer should ensure they have the appropriate licences such as a Body of Persons Licence. A copy of the licence must be sent to the theatre prior to your event. If this is not received, then the local authority will be notified, and this will result in a visit from them during the production.

### Latest hours at place of performance:

Under 5 years - 22:00

5 years - School leaving age - 23:00

## DEFINITIONS

**Box Office Sales Income** - All income taken by the box office in relation to the production.

**Gross Box Office Income** - The Box Office Sales Income, minus Third Party Sales Commissions.

**Net Box Office Income** - Gross Box Office Sales Income minus an amount equivalent to the prevailing standard rate of VAT at the current rate, minus Third Party Sales Commissions.

**Third Party Sales Commissions** – Amounts payable to outside companies or suppliers as a result of selling tickets. Including, but not restricted to, online ticket commission, credit/debit card commission, income received by SOLT Gift Tokens (10%), income received from third party ticket sales agencies (variable).

**The Production** - The event, as named herein, where public audience or participants are invited into the auditorium and may engage with it at a specified time.

A **Rehearsal** is defined as any period when the Venue is used to rehearse, get-in, fit-up, tech, dress, or any other non-performance use in connection with The Production. This includes any time taken by the Venue staff working on the Production including preparing and setting up equipment and putting it away at the end.

A **Performance** is defined as the period from one hour before curtain up, until 30 minutes after curtain down. In the case of a single or the final performance, or one that is followed by a Get-Out, a **Performance** is deemed to end at curtain down. In both cases, performances should not exceed 4.5 hours, start earlier than 9am, or finish later than 10.30pm. If these times are exceeded the Hirer may incur additional expenses.

**Get Out** – Period following the final curtain when all items relating to the Performance that belong to the Hirer are removed and the stage (including lighting rig) is reset back to the original state as per the start of the Engagement Period.

**Pre-Rig** - Rigging of the Venue's stock of lights according to the Hirer's LX plan prior to the Hirer's arrival with at least three venue technicians.

### Stantonbury Theatre

Stantonbury | Milton Keynes | MK14 6BN

T. 01908 324422

E. [theatre@stantonbury-tove.org.uk](mailto:theatre@stantonbury-tove.org.uk)

[www.stantonburytheatre.co.uk](http://www.stantonburytheatre.co.uk)

