

HIND LEYS SPECIALIST ARTS COLLEGE



THEATRE HANDOVER / HAND BACK FORM

Name of User Group:

User Group Representative:

College Representative:

Phone Numbers:
College: 01509 504511 Technician: 07919416310 Premises Officer: 07947343643

| | √ <i>HANDOVER</i> | √ <i>HANDBACK</i> |
|--|-------------------|-------------------|
| User group representative has read, understood and will abide by the "Conditions of Use of the Theatre" | | |
| Sound / Lighting equipment requested is accessible | | |
| Arrangements made for sound crew: (specify own / college): | | |
| Arrangements made for lighting crew (specify own / college): (specify own / college): | | |
| Theatre User's keys handed over to / back from User representative. | | |
| Theatre User's Handbook handed over / handed back | | |
| 2 x 100W & 2 x 500W spare bulbs left in the sound box | | |
| 2 x 100W & 2 x 500W spare bulbs (or blown bulbs) left in the sound box | | |
| Main tabs isolated / operational where appropriate | | |
| Stage curtains in good repair (See sheet behind S/L Proscenium): | | |
| Backstage area clean and tidy | | |
| Stage area clean and tidy | | |
| Auditorium area clean and tidy | | |
| Sound / Lighting equipment properly stored and control box locked. | | |
| All additional lighting equipment removed from the rigging | | |
| Lighting returned to original position, colour frames / barn doors & safety chains attached as appropriate | | |
| Stage blocks / steps / flats etc. accessible and replaced to correct storage area. | | |
| PLEASE NOTE: STAGE BLOCKS MUST NOT BE DRAGGED ACROSS THE AUDITORIUM FLOOR or STAGE. | | |
| Stage area / auditorium floorspace is clear of marks or damage | | |
| Braces and stage weights stored correctly | | |
| All spurious material removed from Theatre environment | | |

NOTE: Please continue on the reverse of the Handover Form

