

# HIND LEYS SPECIALIST ARTS COLLEGE

## THEATRE CONDITIONS OF USE



1. The attached Theatre booking form should be completed by the User Group and returned with the deposit to Hind Leys reception. No booking is confirmed until the College acknowledges the booking with the User Group.
2. Use of the Theatre for purposes other than the main event must also be applied for on the booking form. E.g. Tech set-up/rehearsal
3. *Before the booking period the College will ensure that:* the stage area is clear, lighting, sound and other booked equipment is set up, and in working order, and for performances the front of stage area is clear.
4. All User Groups must inform the College of the equipment they wish to use on the booking form. No theatre equipment (e.g. curtains) may be removed without the permissions of the College.
5. The following requests should be indicated on the booking form where appropriate: use of piano, use of dressing rooms, storage of costumes, equipment and material during and after performances or exhibition of user's materials in the foyer or other areas.
6. The User Group's sound and lighting staff must be indicated on the booking form. Where College students are not used, only competent technicians who are familiar with such equipment should be employed.  
**Damage to equipment through misuse will be charged for.**
7. Theatre staff have the right of access to the theatre at any time to examine the safety of lighting, sound, set and other equipment used by the User Group.
8. The User Group must ensure that the stage area is clear of all equipment (e.g. tools, building material etc, and is swept after each use) especially after set building activities. This is due to the stage area being used for curricular activities during the day.
9. The user group must ensure that NO smoking or drinking of alcohol takes place within the theatre or dressing room environment.

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## THEATRE CONDITIONS OF USE (Continued)

10. No person under the age of 18 shall be allowed in the lighting/sound box unless under the direct supervision of a trained adult or member of the College theatre crew

11. The User Group must ensure that the attendance does not exceed the fire limit for the theatre (240 persons). No extra seats are to be placed in the aisles.

12. The User Group must ensure (e.g. through Front of House staff) that the emergency services access ramp outside the main entrance is kept clear at all times during Theatre possession.

13. The User Group must ensure that the required number of stewards (minimum 4) is present throughout the performances and that they have been trained in the fire drill for the Theatre.

14. Bar and coffee bar provision (if requested) will normally be made by the College. If this is not possible the Theatre User will be notified in advance.

15. At the end of each day's use and at the end of the booking period the User will ensure dressing rooms, stage, backstage and theatre auditorium are left in a clean and tidy condition. This will be checked by College/theatre staff.  
**Any costs incurred will be covered by the user group by retention of the deposit, and an additional invoice if necessary.**

16. All lighting and sound equipment must be secured in their original positions after the performance.

17. User groups must ensure that all their own equipment is removed from the Theatre after a production. Charges will be made for disposal of such equipment if left behind.

18. The College accepts no responsibility for the security of any equipment or materials left on the site.

19. Theatre bookings end at 11pm unless otherwise negotiated with the College staff

**We would appreciate your co-operation in the above contract enabling us to make the Theatre an efficient and safe working environment for all user groups!**

Signed \_\_\_\_\_

Date \_\_\_\_\_