



Principal: Yvonne Lee
Vice Principals: Adrian Stevenson,
Assistant Principals: Julieanne Biddles, Peter Fines, Helen Mallin

THEATRE USER'S GROUP MEETING MINUTES:- Monday 14th May 2007, 7.00pm

Since the above meeting, unfortunately Linda's diary has gone missing from the College, including the notes made during the meeting. These minutes therefore are "from memory" and anybody who was at the meeting who would like to add to, or amend the minutes are welcome to do so. Please email theatre@hind-leys.leics.sch.uk with your comments.

PRESENT

Linda Howe, Pat Clark, Doreen Fearn, Tim Wood, Diane King, Christine Hunt, M. Hunt, Julieanne Biddles.

1. Apologies:-

Steve Dootson, Adrian Dobson

2. Minutes of last meeting.

All agreed – a true and accurate record.

3. New Documentation:-

User groups were advised of new documentation introduced by the College. The documents have been changed mainly as a result of feedback from User Groups:- **(Representatives receiving their minutes by email will be able to see these documents again as they will be attached to the email)**

- The conditions of use document which is sent out with booking form. Acceptance of the conditions is signed for during handover so it is important that User group representatives have read the document. The change to the document concerned paragraph 15 and emphasised the responsibility of the User Groups to leave the Theatre and changing room in a clean and tidy condition, otherwise the costs incurred for the clean up will be taken from the booking deposit.

- A Theatre booking flow chart has been devised, and although an internal college document, this is to clarify procedures for all concerned once the booking has been made by a User Group.

-The Handover / hand back form has been amended with reference to hand back part of the form triggering return of deposit to user group. (Subject to all conditions being met!). It was apparent during the meeting that not all bookings to date had been accompanied by a deposit, this was mainly because some of the bookings had been made before the deposit system was introduced. All future bookings would have to be accompanied by a deposit or they would be returned to the applicant.

- The booking form itself has been reworked and now combines the booking form with the sound equipment booking form and price list. As ever, we are keen to remind User Groups that the revenue from sound equipment hire is the only revenue which goes directly in to the theatre budget, booking fees being "lost" to other cost centres. The meeting commented that the form was easier to understand, but now the sound booking had been incorporated with costs, could the same be done for the changing rooms? LH and JAB would look in to the possibility.

- Since the beginning of the year, a standard letter has been produced for use when the hand back has failed to materialise for whatever reason. The letter prompts the User Group representative to make an appointment for the hand back, and reminds them that the hand back is necessary to release their deposit.

As these documents are never “cast in stone” and will always be subject to change, User Groups are asked not to use copies of old forms they may have in their possession, but always to contact the college for an up to date form. This may of course be done by phone, but we would encourage the use of the Theatre email address for such requests. The documents can then of course be sent out electronically.

4. No deposit – No booking.

As outlined a number of times now the College will not process a booking until a deposit has been received. Please could all User Groups submit a deposit with their booking form. The deposit scheme was queried again during the meeting, and it appears that confirmations of bookings were not always clear. LH would look in to the possibility of sending out a receipt for the deposit, along with an estimate of the final booking costs. It was advised that this would only be an estimate as circumstances can change a little between the point of booking and the occupation itself.

5. Theatre Booking calendar.

The Theatre is becoming a more and more popular venue and therefore booking slots are becoming more of a premium. LH advised the meeting of the difficulties experienced during the exam times at the College. A suggestion was made that at certain times of year, (principally mid-March, to mid-May) bookings from dance companies would be preferable to theatrical groups simply because they have no set! If dance companies could focus on these times then this would clear other times of year for the theatrical groups with large sets.

CH (and others) would prefer to have a regular booking every year. LH thought this was understandable and will look in to ways in which our “regulars” can be given their regular slots. This concept could be discussed further at the next meeting.

6. Handover / Hand back Forms:- Feedback from recent Theatre bookings.

- One user group who had not used the College before had left a mess, but couldn't find any cleaning gear. SD will look into providing brushes, dustpans etc. The User Group concerned did an exemplary clean up the following weekend by bringing in their own cleaning material! Thanks to them for that!
- Thanks also to both Coalville Operatic and Christchurch G & S for exemplary strikes and for leaving the theatre tidy and the stage clean particularly after striking their large sets!
- The only other issues have been marks on the floor from the stage blocks. SD spent an entire evening cleaning the stage recently. Please take care, especially with blocks! To try and help the situation, SD will add felt pads to the bottom of the blocks.

7. Technician's report / Theatre 5-Year Development Plan –

- The 5-year plan was used to detail recent work done. We are always open to user group suggestions as to any work they feel necessary in the Theatre environment. Please pass on your thoughts to the meetings, or via the Theatre email.

8. Theatre User's Account:- Balance and money due.

– The Theatre account stood at £376.10, with recent income from sound equipment hire to Coalville Operatic and St. Botolph's School. Thanks for their support! Several User Groups represented at the meeting expressed their intention to contribute to the account. Many thanks in anticipation!

9. Minutes & Agenda via Theatre email address. – theatre@hind-leys.leics.sch.uk

- The Theatre email address is becoming more established now. Some copies of the minutes will sent by email this time. Could any other users wishing to have their minutes / agenda sent by email please make their intentions known by sending an email to the above email address? (This facility can of course now extend to several representatives from one User Group!)

10. A.O.B.

- SD has been liaising with the College Premises Officers in order to get the stage floor surface treated over the summer break. The surface treatment will be a little experimental so feedback is invited as to whether it was successful. Eg, was the floor too slippery afterwards etc.

JAB expressed a definite preference that there would be no hand backs to take place over the weekend. The user Groups would have to nominate a representative who could come in to the College on the following Monday unless an alternative time was agreed beforehand.

SD asked the meeting for their technical peoples' thoughts on a redesign of the control box environment. SD suggested a high level follow spot and a more appropriate location for the sound desk. This would require the short row of seats outside the control box moving across to the other side in the first instance.

TW was also very positive about the potential changes and also suggested that other equipment, additional to the follow spot could go to a higher level.

CH advised that their technician would be prepared to get involved with such a proposal. SD will contact CH to take this further.

SD will contact all those who have had suggestions to take the matter further, (but not until after the Shepshed Youth Dance Show at the end of July!!)

11. Date of next meeting:- 17th September 2007 7.00pm