Network Theatre

Theatre Users Guide

A mandatory guide to using Network Theatre

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Version 2.2
13 September 2014

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This document is regularly updated to add further information.
Please ensure you have the latest version.
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Contents

1. Introduction ... 3
2. Take Notice ... 3
3. Contact Details ... 3
4. Damages ... 4
5. Reference Documents ... 4
6. Acknowledgements ... 5
7. Important Legal Information ... 6
7.1. Licensing Act 2003 ... 6
7.2. Health Act 2006 and the Smoke-Free Regulations ... 6
7.3. Legal and Regulatory Certificates ... 7
7.4. Performance Rights ... 7
8. Health & Safety ... 8
8.1. General ... 8
8.2. Responsible Persons ... 8
8.3. Fire Safety ... 8
8.4. Hazardous Substances ... 9
8.5. LPG Heaters ... 9
8.6. Smoking and Naked Flames ... 9
8.7. Smoke and Other Effects ... 9
8.8. Weapons and Prop Weapons ... 10
8.9. Children ... 10
8.10. Lifting and Manual Handling ... 10
8.11. Working at Height ... 10
8.12. Electricity ... 11
9. Security ... 12
10. Emergencies ... 13
10.1. Medical Emergencies ... 13
10.2. Fire, Bomb Threats, etc ... 13
10.3. Power Failure ... 14
10.4. Evacuation Procedure ... 14
11. Communications ... 15
11.1. Warning Bells ... 15
11.2. Radio/Intercom Call Signs ... 15
12. Premises Facilities ... 16
12.1. Meetings and Conferences ... 16
12.2. Music Facilities ... 16
12.3. Food and Drink ... 16
12.4. Lost Property ... 17
12.5. Deliveries ... 17
12.6. Cleaning ... 17
12.7. Waste and Recycling ... 17
13. Production Facilities ... 18
13.1. Lighting and Sound ... 18
13.2. Consumables ... 18
13.3. Props and Costumes ... 18
13.4. Staging ... 19
13.5. Stage False Back Wall ... 19
13.6. Seating ... 20
13.7. Parties ... 20
14. Production Services ... 21
14.1. Audience Services ... 21
14.2. Technical Services ... 21
15. Checklist: Set Build & Get-In ... 22
16. Checklist: Painting ... 23
17. Checklist: Strike & Get-Out ... 24
18. Checklist: Closing Up ... 25
19. Consumable re-order list ... 26
20. Where to Find It ...and to Put It Back (A-Z Guide) ... 27

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1. Introduction

Network Theatre is heavily used by a number of organisations. To ensure that it is shared smoothly between these users, and that the premises and its equipment remain usable by all, some guidelines are necessary.

This Guide contains instructions which Network Theatre Company (we) require all users (you) of Network Theatre (the premises) to follow. It includes information on the facilities available, as well as guidance on how to use them safely and effectively.

The separate Technical Information document [1] provides information on the various technical systems within the premises and describes their correct and safe use. Compliance with both documents is mandatory for all user organisations, including Network Theatre Company.

For Network Theatre Company productions, further responsibilities and typical processes are described in the Production Handbook [2].

For other user organisations, all responsibilities reside jointly and severally with the booking organisation, its representatives and members, and its committee or board. The organisation shall designate a Responsible Person to be present and in control at any time the premises are being used (see section 8.2). Network Theatre Company will appoint a Committee member to liaise with the organisation.

The premises are used during the working day, in the evenings and at weekends, often by more than one organisation per day in allocated timeslots. Please keep to your booked times and ensure you have vacated the premises, having left them as you would hope to find them, prior to the end of your slot. Do not expect access prior to, or outside of, your timeslots. If you need extra time, this will need to be agreed with us well in advance, and will be subject to availability.

2. Take Notice

Network Theatre Company takes the health, safety, security and treatment of its members, audiences and premises seriously. We expect all users to do the same. This document provides guidance, but is not a complete guide to the legal and regulatory requirements, with which all users must comply.

The premises and equipment may only be used appropriately by persons competent to do so safely and effectively. Any persons learning or training must be supervised by a competent person. Network Theatre Company reserves the right to assess such competency and require changes in staff to ensure safe and effective use.

Please ensure that everything you do when you use Network Theatre, and the state in which you leave the premises, enables all users to continue to make best use of this rare facility. Remember, Network Theatre is a club with limited resources and no paid staff – we are totally reliant on volunteers.

Any member of the Network Theatre Committee or their delegate has the absolute authority and duty at their own discretion to require any user to comply with the requirements and guidance set out in this document, and to remove them from the premises, to stop any activity, or to cancel any event, if there are any unaddressed issues. In any such case, all charges remain due, no refund of any charges will be made, a penalty charge may be imposed, the user or organisation may be banned from future use, and the user or organiser may be reported to the appropriate authorities for criminal action, or other action taken, at the sole discretion of Network Theatre Company.

3. Contact Details

You must provide contact details (including mobile phone and e-mail) for key people from your organisation using the premises, noting who are the designated Responsible Persons. Typically we will need contact details for director, producer, stage manager, front of house manager and box office manager.

Please e-mail this list in advance to Network Theatre, and post a copy in the Box Office during your time in the premises. We will need it to contact you in the event of problems or emergencies. You will be given a list of our key contacts in advance; general enquiry contacts are given on the cover.

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4. Damages

Should anything of Network Theatre's be lost or damaged, please let us know. While we may be tolerant of normal wear and tear, we reserve the right to charge for repairs or replacements, especially if due to misuse or negligence. We may require a deposit against any potential charges.

5. Reference Documents

1. Network Theatre Technical Information
   (including Lighting Equipment inventory and Default Lighting Rig)
2. Network Theatre Company Production Handbook
3. Rules of Network Theatre Company
4. Network Theatre Health and Safety Policy
5. Network Theatre Electrical Safety Policy

The latest issues of this document and the above documents are available on request. Old versions should be destroyed.

The following documents are held in the Premises and must not be removed. If any documents are found to be missing please let us know straight away.

Green Room (Bar)
Premises layout diagram
Communications list
Network Theatre Company Constitution
Rules of Network Theatre Company [3]
Network Theatre Company Production Handbook [2]
Bar Management File, with Bar Reports and Bar Stock Lists
Bar equipment manuals (originals)
Guidance leaflets (selection)
Audition forms (blanks)

Box Office
Premises layout diagram
Network Theatre Company contact list
Spare Safety Signs
Accident Book
Guest Register and blank sign-in sheets

Control Box
Premises layout diagram
Communications list
This Theatre Users Guide
Network Theatre Technical Information [1]
Network Theatre Electrical Safety Policy [5]
Equipment manuals (originals)
Technical health & safety information (selection)
Guidance leaflets (selection)

SM Desk, Kitchen, Dressing Rooms
Premises layout diagram
Communications list

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6. Acknowledgements

This guide has been produced from material supplied by various people, including those listed here. Apologies if anyone has been missed out.

- David Harvey, who compiled the original guide
- Dan Young
- Deb Dowdall
- Michele Hanssens
- Hannah Few
- David Murray
- Nigel Williams
- Steve Moles
- Paul Lunnon
- Ben Robb

If you have anything to add or any comments to make, please contact us via e-mail on tech@networktheatre.org

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7. Important Legal Information

7.1. Licensing Act 2003

The Licensing Act 2003 (the Act) applies to regulated entertainment (plays including rehearsals, music, film/video and dance) and the sale and supply of alcohol, and allows the licensing authority to permit specified activities on specified days during specified hours only, which can vary by activity, and to set specific conditions.

Network Theatre has a Club Premises Certificate (Lambeth 00412) under the Act, which permits regulated entertainment (plays/rehearsals, music, dance, but not film/video) and supply of alcohol (for consumption on the premises) to its Members and their Guests only, on specified days at specified times only. The permitted activities and their permitted hours, along with the conditions, are shown on the Certificate which is on display in the premises (see Legal and Regulatory Certificates), and must always be adhered to.

To ensure compliance, we have created the "Rules of Network Theatre Company" (Rules) [3], which must be adhered to. The following is a summary.

Anyone participating in, or attending, any licensed activity (regulated entertainment or supply of alcohol) must be a Member of Network Theatre, or a Guest of a Member, or be providing a service on behalf of Members or Guests. Members must prove their membership or be vouched for by a committee member. Audiences must either hold a ticket (for ticketed events such as performances etc.), be a Member, or be signed in by a Member. In any case, Guests must provide their name and address (at least house number/name and postcode) in the Guest Register.

Network Theatre can make another recognised club (as defined by the Act) an Associate Member of Network Theatre for a period, subject to its Rules. Provided that club meets the requirements of the Act and certifies such to Network Theatre, this allows members of that club, and their guests, to be treated in a similar fashion to Guests (not Members) of Network Theatre, signing in and providing their name and address on each occasion when participating in or attending licensed activities. The club must also make available membership records as necessary under the Act.

If the club is able to be an Associate Member, Network Theatre would also be able to operate the Bar for the use of your members and guests, subject to a suitable arrangement (see Audience Services).

Any arrangement must be agreed with us in advance. You are responsible for complying with the requirements of the Act, and the Club Premises Certificate. Note that the use of Temporary Event Notices in respect of the Premises is not permitted without prior written agreement of Network Theatre Company.

Only alcohol purchased through the Network Theatre bar is permitted on the premises. Any other alcohol found on the premises will be confiscated and disposed of without further notice, and with no compensation. Do **not** bring your own alcohol onto the premises.

7.2. Health Act 2006 and the Smoke-Free Regulations

The premises are smoke-free under the Health Act 2006 and Smoke-free Regulations, except for performers in special circumstances where exempted under the Act.

Where the artistic integrity of a performance makes it appropriate for a person who is taking part in that performance to smoke, the part of the premises in which that person performs will not be required to be smoke-free for the performer only during the performance. **This exemption does not apply to rehearsals.** The performer and any person that controls or manages the premises are liable for meeting the requirements of the law. If the law is not met both parties could run the risk of being fined or prosecuted depending on the offence. We expect you to comply with the law, and to indemnify us against any fines imposed.

Note that the area outside the premises in Lower Road is controlled by Network Rail who have their own policy regarding smoking on railway property, which must be complied with.

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7.3. Legal and Regulatory Certificates

Where required, these are displayed or held in the premises, and/or are available from Network Theatre Company's Secretary, including:

- Licensing Act 2003 Club Premises Certificate
- Fire Extinguisher Maintenance Certificate
- Insurance Certificate
- Performing Rights Society (PRS) and Phonographic Performances Ltd (PPL) Licences
- Rights for Network Theatre Company productions

7.4. Performance Rights

It is your responsibility to obtain all the necessary licenses, copyright clearances etc. for all your performances, including plays, music, recordings, images, video/film and dance, and ensure that you meet the requirements of the Licensing Act 2003 and the Club Premises Certificate (see above).

If you are recording sound or video, or taking photographs, you must have the necessary clearances in addition to performing rights. If the audience are to be recorded they shall be warned in advance.

We will require evidence that you have the rights to perform before the first performance.

For Network Theatre Company events, rights will usually be arranged in conjunction with the Company Secretary.

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8. Health & Safety

8.1. General

You are responsible for the health and safety of everyone present during your use of the premises and its equipment. In fact, by law, everyone is responsible for health and safety. This section contains guidelines on commonly encountered risks and mitigations.

As part of our Health and Safety Policy [4], Network Theatre Company will take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it.

You need to carry out any necessary risk assessments and define any necessary safety procedures and personal protection equipment appropriate to your activities and the applicable regulations.

The Health & Safety Executive (HSE) at www.hse.gov.uk provides guidance and advice. A selection of health and safety leaflets is kept in the premises for reference, but these should not be assumed to be exhaustive guidance.

You must adhere to all safety notices and procedures. Notices and safety equipment must not be interfered with. Do not obscure illuminated signage.

Ensure that you read and comply with the instructions and safety information when using any equipment or materials. Inspect equipment (and calibrate if required) before use and report any issues. Do not use any equipment in poor condition.

Some general safety equipment, such as hard hats, gloves, goggles and facemasks, is kept in the workshop. Please use this appropriately, and report any damage or other problems. If you need specific equipment you should obtain it in advance.

Non-compliance can lead to criminal penalties. **The maximum penalty can be death – yours, your colleagues, or your audience members!**

8.2. Responsible Persons

For any event in the theatre a Responsible Person must be present. This is particularly important during performances when audiences are present. This person is responsible for the safety of everyone in the premises, and must take control in an emergency.

The Responsible Person is typically the Director at a rehearsal, and the Front of House Supervisor or Stage Manager during a performance. They shall brief their staff, cast and crew on the emergency and evacuation procedures and fire equipment, and appoint additional fire marshals as required (see section 10).

A full description of the role can be found in the NTC Production Handbook [2].

8.3. Fire Safety

The premises are equipped with a fire alarm system which is part of the Waterloo Station system – refer to the Fire Action notices on display. There are smoke detectors and call points. Fire extinguishers are located at key locations within the premises. Maintained emergency lighting is provided throughout. Refer to the Premises Layout diagrams. The Technical Information [1] document contains more details of the fire plan, including extinguishers and alarm.

Do not interfere with safety equipment. The maintained torches are for emergency use only, and are not for general use.

Safety provisions are checked regularly, however you shall check safety provisions prior to each run of performances. If you identify any issues with the premises or equipment please let us know promptly.

All present shall be made aware of the emergency exits which are signed. Audiences need not be briefed, provided there are sufficiently briefed staff present to assist in any emergency (see section 10).

All exits, gangways and escape routes must be kept clear at all times.

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8.4. Hazardous Substances

Avoid the use and storage of hazardous substances wherever possible. Refer to product documentation for guidance. Comply with the handling procedures and regulations.

The storage or use of unauthorised flammable liquids (e.g. petrol or white spirit) and gases in the premises is prohibited.

Do not store potentially hazardous substances such as cleaning chemicals in front of house areas, e.g. toilets. They should be kept in designated storage areas in the Kitchen, Bar or Backstage Arch.

Do not store flammable items under the seating or stage, or in or near the front of house areas, exits, gangways or escape routes.

8.5. LPG Heaters

LPG heaters are provided for use in the auditorium only – they must **not** be used in backstage areas due to the risk of fire. When using the LPG heaters, ensure they are placed well away from anything flammable, including clothing, and are placed where they will not injure anyone or obstruct exits. Check the gas bottle connections and read the instructions prior to use. Only competent staff shall change the gas bottles.

In the event of a suspected gas leak, turn off the heaters then ventilate the area, evacuating the area without turning on or off any electrical switches.

After use ensure the heaters are turned off, and cooled down, before returning to their storage place in the Box Office.

8.6. Smoking and Naked Flames

Smoking and naked flames (including candles) are not permitted anywhere in the premises, except on stage as part of a performance under strict controls. No naked flames are permitted backstage or in front of house areas at any time.

Smoking within the premises is against the law, except for performers where exempted, under the Smoke-free Regulations and Health Act 2006 (see section 7.2). The performer(s), director/producer and responsible person are responsible for ensuring any smoking as part of a performance conforms to these regulations.

If the performance requires smoking or the use of naked flames, this must be approved in advance by the Network Theatre Committee and all necessary precautions must be taken. For example, flameproof (with approved materials) the set, costumes and furnishings, use water or sand in ashtrays on the set, and keep fire extinguishers at the ready.

The use of naked flames greater than three standard birthday cake candles requires our express written permission prior to use – and we will need to see your risk assessment and safety plan.

The use of flammable liquids, pyrotechnics, explosives and fireworks are not permitted without our written permission and clearance with the relevant authorities.

8.7. Smoke and Other Effects

Special effects shall be arranged, used and stored so as to minimise risk to the safety of all present, and shall be under the control of a suitably competent person.

Pyrotechnics, fireworks, gunshots (blanks, caps etc), smoke, haze and similar effects are prohibited unless agreed with us in writing in advance.

Artificial smoke is not normally allowed, due to the likelihood of triggering the fire alarm. There are smoke detectors in all rooms adjacent to the auditorium. An activation of the fire alarm can result in Waterloo Station being evacuated and the fire brigade being called, which carries a heavy fine from Network Rail, for which you will be responsible.

Audiences shall be warned of the use of effects which might cause them problems or concerns, such as strobe lighting, smoke/fog (including smoking on stage) and loud noises. A selection of signs is available in the Box Office.

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8.8. Weapons and Prop Weapons

Weapons are controlled by the Firearms Acts (as amended) and/or The Anti-Social Behaviour Act and/or The Violent Crime Reduction Act, and/or other laws.

The Violent Crime Reduction Act prohibits/controls realistic imitation firearms, and knives, but provides a specific defence for "the purposes of theatrical performances and of rehearsals for such performances". Persons under 18 should not handle or control such items.

The Health & Safety Executive provides a guidance sheet on use of weapons or imitation weapons.

Real weapons are not permitted in the premises. This includes (but is not limited to):

- Firearms or deactivated firearms and/or weapons controlled or prohibited by law or requiring licenses or certificates (e.g. firearms, shotguns, ammunition, deactivated weapons).
- Air weapons or compressed gas weapons.
- Swords, knives, daggers, martial arts weapons, cross-bows, bows, catapults etc.

Prop weapons must be imitations or otherwise modified to minimise risk of injury. Prop weapons which might be confused with real weapons (e.g. imitation guns, knives) shall be stored when not in use in a clearly-labelled secure container in a locked room (e.g. locked drawer in Box Office).

8.9. Children

Where children are involved you are responsible for their safety and for arranging the requisite chaperoning, CRB clearances etc. You should carry out your own risk assessment and take the necessary mitigating actions identified.

8.10. Lifting and Manual Handling

Network Theatre has no lifting equipment or lifting accessories. If you provide your own equipment or otherwise lift or handle items, you must comply with all appropriate legislation, regulations and codes of practice.

8.11. Working at Height

Please ensure you comply with legislation, regulations and codes of practice. Work at height shall be properly planned, considering the appropriateness and risks prior to work. Anyone working at height shall be competent in the use of the access equipment (e.g. ladders and platforms), which shall be used appropriately.

Do not use chairs or other furniture to stand on – as well as being unsafe it can damage them. Ladders should only be used for low-risk, short-duration work. Do not use step ladders for long periods or for heavy tasks.

If working on the grid use the correct access equipment, i.e. platform ladder or scaffold platform (ensuring the stays are correctly locked in place).

Access equipment should be in good condition. Inspect before use and satisfy yourself of the condition. Report any issues found, labelling the equipment, and do not use equipment in poor condition.

Ladders should be prevented from slipping. Check before use. For example:

- Footing is firm and level.
- Horns are placed securely.
- If necessary, have someone foot the ladder.
- If necessary, tie off the ladder.
- Engage and lock any stays or out-riggers.

Return equipment to the correct location after use.

Any items placed at height (e.g. lanterns hung in the grid) must be secured and fitted with safety chains, and any accessories (e.g. barn doors) must be securely attached to them, in order to prevent injury from falling items.

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8.12. Electricity

If you wish to provide your own electrical equipment is must be approved by us prior to use. We will require a current PAT certification. We reserve the right to prohibit the use of any equipment.

The main power breakers plus distribution panel, breakers and RCDs for FOH areas and stage are in the electrical intake cupboard in the Foyer, which should remain locked shut. The distribution panels, breakers and RCDs for the backstage area are on either side of the stage door. Spare equipment fuses can be found in the Control Box.

The electrical system is subject the Electrical Safety Policy [5]. All electrical equipment, cables and connectors shall be inspected, and RCDs tested, prior to use. If any faults are detected the faulty items shall be labelled as faulty and shall not be used until the fault has been rectified by a suitably competent person.

Any socket outlets which are not protected by RCDs at the distribution panel shall be protected by plug-in RCDs at the socket.

Care shall be taken to ensure no part of the system is overloaded or overheats, with special attention given to extension cables and multi-way sockets. Trailing cables shall be protected from damage and prevented from becoming a trip hazard.

Only suitably competent persons shall work on electrical equipment. Do not interfere with the electrical installations without permission. Switch off and unplug at the mains before working on equipment, and lock out the lighting rig supplies in the Control Box when appropriate.

Do **not** turn off safety equipment such as emergency lighting and emergency torches. Ensure they are left on at all other times, even when the premises are not in use.

All other equipment, such as room heaters, fan heaters, water heaters, hand dryers, lights, sound and lighting rigs etc. **must** be turned off when the premises are not in use. Do not obstruct heaters, or place them near anything flammable, or where they will injure anyone or block exits.

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9. Security

You are responsible for Security during your use of the premises and its equipment.

We will provide all appropriate keys and access codes. You must lock up all secure areas and storage cupboards after use. Keys and codes must be kept secure, and keys must be returned in person after use. Do not make copies. Do not send keys in the post. You will be responsible for any costs of replacing lost keys, changing locks, or losses or damage due to misuse of keys or unauthorised access.

The main entrance and stage doors must be kept closed when un-supervised, even if the premises are in use. Keep the main entrance doors closed and ask arrivals to ring the bell. Keep the stage doors closed unless supervised or working nearby.

Thieves operate in the area and can gain access if doors are left open and un-supervised. You may be held responsible for any thefts. Should access be required for cast or crew during a performance, either give them a key or arrange for supervision of the doors at the appropriate times.

Lower Road is part of a secure Network Rail area under the jurisdiction of the British Transport Police. This area contains a London Underground facility, and is part of a mainline station. Therefore security is a very important consideration. The area is fully covered by CCTV which is monitored and recorded. Security guards control the access points from Waterloo Road and Launcelot Street, and regularly patrol the area. The gates between Lower Road and Launcelot Street (leading to Lower Marsh) are locked each evening and cannot then be used for access, other than as an emergency exit.

Access for vehicles is restricted, and parking controlled with clamping and towing in use.

The security staff have an important job to do and should be treated with respect. Their co-operation is vital to the continued operation of Network Theatre.

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10. Emergencies

Familiarise yourself with the posted fire notices, the location of emergency exits, first aid kits, fire extinguishers, emergency torches and fire marshal equipment (e.g. high-visibility waistcoats). The responsible person shall ensure that everyone is familiar with this information and that competent staff are in place when audiences are present.

10.1. Medical Emergencies

First Aid kits are located in the Kitchen and the Bar. We cannot by law provide any form of medication (such as pain-killers). Please report if any of the contents of First Aid kits are used so that they can be replaced.

For anything other than trivial injuries, qualified medical help shall be sought.

There is a private walk-in GP facility on the main Waterloo Station concourse. The nearest A&E department is about ½ mile away at St Thomas' Hospital, Lambeth Palace Road, London, SE1 7EH (Telephone: 020 7188 7188).

In emergencies call an ambulance by dialling 999 or 112 on a mobile, or by contacting the Security gatehouse in Lower Road. The posted fire notices give the theatre location.

It is also possible to ask if there are any doctors or trained paramedics present amongst the cast, crew or audience, or ask the Network Rail Security Guards who should be first-aid trained.

If in doubt, treat as an emergency.

All injuries must be recorded in the Accident Book, held in the Box Office.

Inform the responsible person of any incidents.

10.2. Fire, Bomb Threats, etc.

There is a two-stage automatic fire alarm linked to the system in Waterloo Station.

- Intermittent alarm: Standby to evacuate.
- Continuous alarm: Evacuate immediately.

When no audience is present (rehearsals, social events, etc.):

- The Responsible Person takes charge in evacuating the premises (see below).
- Follow the posted Fire Action notices.

When an audience is present (before, during or after a performance):

- If a fire or threat is discovered, pass the alarm by voice to the Responsible Person, SM, or FOH Manager, who will inform staff to stand by. The responsible person will trigger the fire alarm if appropriate.
- On hearing the alarm, the Responsible Person takes charge according to the evacuation procedure below.
- Designated Fire Marshals stand by to assist. These are normally the Stage Manager, the FOH Supervisor and the FOH stewards.

In all cases the Responsible Person shall:

- Notify the emergency services by calling 999 (or 112)
- Send someone to notify Security in the Security Gatehouse, Lower Road
- Arrange for emergency crews to be directed from Waterloo Road if necessary
- Wait outside the theatre entrance to liaise with station staff.

Small fires:

If safe to do so without risk of personal injury, small fires can be tackled with the fire extinguishers available in the premises, taking care to use the appropriate type as indicated by the posted notices.

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10.3. Power Failure

In the event of a power cut, emergency lighting will illuminate the premises for up to one hour. Emergency torches will illuminate at fire marshal points – these can be used to help determine the cause and to check areas are clear if an evacuation is necessary.

If no audience is present, wait to see if power is restored. Check the main breakers in the foyer, and try to restore power if they have tripped. Use torches if necessary but **do not light candles**. If there is still no power after 20 minutes, the event should be abandoned. It is not safe to remain in the theatre after this time, as battery backups on fire safety systems will begin to fail. Unplug electrical equipment, turn off light switches and secure the premises. Inform the theatre manager of the event.

If an audience is present, the Stage Manager will stop the performance and ask the audience to remain seated while the situation is investigated. If power has not been restored after 10 minutes, the Responsible Person should evacuate the premises (see below), hold staff and audience at the assembly point, and liaise with security or station staff to determine the cause. If power is restored within 30 minutes, audience can be re-admitted. If not, the event must be cancelled and audience informed.

10.4. Evacuation Procedure

On hearing the alert signal

The alert signal is:

- *The intermittent fire alarm; or*
- *The instruction "stand by to evacuate" given to staff by the Responsible Person.*

The following procedure is followed:

- If a performance is in progress, the Stage Manager stops the show and asks the audience to remain seated while the alert is investigated.
- Make work areas safe. Turn on all lights. Turn off electrical equipment. Turn off all heaters and fans. Switch off power to the lighting rig and sound systems once no longer required.
- Fire Marshals collect high-visibility waistcoats from the designated locations and wear for identification purposes.
- Fire Marshals check escape routes are clear.

On hearing the evacuate signal

The evacuate signal is:

- *The continuous fire alarm; or*
- *The instruction "evacuate" given by the responsible person.*

The following procedure is followed:

- If a performance is in progress, the Stage Manager asks to the audience to leave.
- In the event of a bomb threat or precautionary evacuation, it will usually be appropriate to ask everyone to take their personal belongings with them to assist in searching the venue. In the event of a fire or other imminent emergency, personal belongings shall be left behind to ensure a rapid evacuation.
- Fire Marshals direct people in all areas towards the exits, away from any danger areas. Gesture and use the phrase "this way please" in a calm but firm voice, and direct people to the assembly point indicated on the Fire Action notices (Launcelot Street). One marshal goes to the assembly point to supervise and relay information.
- Wheelchair users and other less mobile people shall wait until others have left first, to avoid delays.
- The responsible person shall ensure all people have left the premises by supervising a search of all areas. During a performance, the SM checks the Backstage Arch, and the FOH stewards check the toilets, kitchen, green room, auditorium, and control room.
- The responsible person stands outside the main theatre entrance to liaise with emergency services and station staff.

Keep out of the way of emergency vehicles.

Do not allow anyone to re-enter the premises until cleared by the emergency services.

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11. Communications

11.1. Warning Bells

The following scheme of warning bells is customarily used, by ringing the theatre doorbell. The doorbell should be turned off during performances to avoid potential disturbances.

Long bell prior to performance:	Audience is in theatre
Long bell after performance:	Audience has cleared the theatre

Three bells:	3 minutes to Curtain Up
Two bells:	2 minutes to Curtain Up – **Beginners** in place
One bell:	1 minute to Curtain Up – about to go up

Notes:

- Timings will be approximate!
- There may be other bells if it is proving difficult to get an audience back to their seats.
- The two minute bell (2 rings) is the really important call:
  - Beginners to get into place and await the cue.
  - Turn off working lights and close doors.
  - Be quiet.

11.2. Radio/Intercom Call Signs

Use only legal radio systems, such as the licence-free PMR system.
The Stage Manager will designate radio channels and selective-call codes, typically:

SM	Stage Manager
DSM	Deputy Stage Manager
ASM	Assistance Stage Manager
FOH	Front of House Manager
LX	Lighting Operator
Sound	Sound Operator
Control	Control Box
Box Office	Box Office

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12. Premises Facilities

12.1. Meetings and Conferences

The premises are suitable for meetings and conferences.

The Auditorium can be used for large groups, and if agreed with us in advance the lighting and sound systems may be used (see Lighting and Sound).

The Green Room and Kitchen are suitable for small meetings or breakouts. Folding tables and chairs are available in the Green Room, with extras stored in the Backstage Arch.

A variety of equipment is available for use by meetings etc. There are flipcharts, whiteboards, and projector screens either standalone or for hanging from the rails on the Auditorium walls. These are all stored in the Backstage Arch, and are to be returned there neatly after use.

The Bar can be made available by prior arrangement for soft drinks, snacks and alcohol.

12.2. Music Facilities

If agreed with us in advance, there is a piano and electronic keyboard available for use.

The piano and stool are stored in the Foyer under a fitted cover. The cover must be replaced correctly after each use – the cover is shaped to fit over the keyboard so will only fit correctly one way around. The piano may be left in place in the auditorium during a production rehearsal period and performance run if agreed in advance. After use, it shall be returned to the Foyer.

The electronic keyboard is stored in the Control Box and may be used standalone or via the sound system (see section 13.1). It shall be returned to storage after use.

A selection of music stands, with and without lights, is available.

12.3. Food and Drink

The kitchen area is not certified for catering or food production – it is primarily for making hot drinks and heating snacks for cast and crew. You use these facilities at your own risk.

Only pre-packed food and drink shall be supplied to customers, subject to the Licensing Act and Network Theatre Bar regulations.

Regularly check for out-of-date food and drink and dispose of it sensibly. Note that Use-by dates are compulsory, Best-before dates are advisory (except for eggs where they are compulsory!), and Sell-by / Display-until are purely for use by the retailer in stock-management.

Only alcohol purchased through the Network Theatre bar is permitted on the premises. Any other alcohol found on the premises will be confiscated and disposed of without further notice, and with no compensation. **Do not bring your own alcohol onto the premises.**

Please do not leave food and drink where it can be found by vermin or insects – this is a constant problem as we are under a railway station. Dispose of all waste food and drink sensibly, and store food and drink in sealed containers in the refrigerator or food cupboard in the Kitchen. Any unsealed or out of date food and drink will be disposed of without further notice.

Wash all crockery, glasses, cutlery etc. before and after use, and please return everything to its correct storage place.

For health reasons and to reduce vermin, food and drink is not permitted in the Auditorium, Foyer, Toilets, Control Room or Backstage Arch.

Glasses and bottles shall not be taken out of the Green Room or Kitchen, and particularly not taken into the Auditorium, Foyer, Toilets and Control Room. This is for reasons of safety: as well as the risk of broken glass, bottles in particular can become a rolling hazard resulting in trips and falls. They are also very noisy when dropped or knocked over. Plastic or paper containers shall be used instead.

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12.4. Lost Property

Network Theatre takes no responsibility for loss of, or damage to, property (unless required by law). Everyone should take care of their own personal property at all times. Any items found in the premises shall be labelled with date and details of where found and handed to the responsible person or a Committee member. Items will be kept in the Box Office for a period of one month, and then disposed of. Perishable items will be disposed of earlier if appropriate.

12.5. Deliveries

While Network Theatre has a street address and a mailbox, postal deliveries are erratic. Anything requiring a signature, or too large for the mailbox may not get delivered if there is no one to receive them. There is a slight chance things might get left with the security checkpoint if there is no answer at the theatre.

If you are expecting a delivery, arrange for it to arrive when you are present. You cannot rely on any one else being available or willing to take delivery.

Vehicle access for deliveries should be arranged with the security checkpoint. There is no parking or loading bay, and no handling equipment (e.g. fork lift). All deliveries must make use of the stage door, a standard double-door.

Storage space is limited so we cannot accept items prior to your booked period; items must not be stored in escape routes; and nothing must remain after your booked period.

12.6. Cleaning

You are responsible for leaving the premises in a clean and tidy state after each session. This includes Front of House areas (Green Room, Kitchen, Toilets, Auditorium and Foyer) and Backstage areas (Stage, Dressing Room, Backstage Arch, Control Box). Remember the premises may be in use by others between your booked sessions, so please tidy up every time you leave. Remember to do your washing up!

We are a club with limited resources and no paid staff – we rely entirely on volunteers, and if you don't clean up someone else will have to. Should we need to employ cleaners as a result of your use of the premises you will be liable for any such expense incurred by Network Theatre.

Our golden rule is: Please always leave the premises in a state you would like to find them yourself. This could be a better state than you found them!

12.7. Waste and Recycling

We recycle as much waste as possible. Please help by disposing of waste in the proper bins.

Glass should be placed in the red bins behind the bar. If these fill, please swap out the bin with an empty one from the Backstage Arch, or remove the excess and store them neatly in boxes and out of the way in the Backstage Arch.

Recyclable waste should be placed in the recycling bins around the premises. Paper, clean cardboard, plastic containers, cans, etc. can all be recycled. Do not put any liquids or food waste in these bins.

Non-recyclable waste should be placed in the general waste bins around the premises. This includes food waste.

All bins must be lined with bin bags. If bins are full, please empty them and replace the liner. For security reasons, avoid placing documents identifying people or organisations in the rubbish.

Please remove all rubbish from the premises at the end of the session, especially if it contains perishable waste. Recyclable waste should be put in the "dry waste" bins in Lower Road. Non-recyclable waste should be put in the "wet waste" bins in Lower Road. They key to these bins is behind the bar.

Should we need to remove rubbish as a result of your use of the premises you will be liable for such expense incurred by Network Theatre.

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13. Production Facilities

13.1. Lighting and Sound

Standard auditorium lighting is provided through overhead fluorescent strip lighting, operated by two switches at the rear of the auditorium, near the exit doors.

If agreed in advance you may use the theatre lighting rig and sound system. We ask that you treat them with care. They must only be used by competent staff, and Health and Safety must be considered.

Documentation and manuals can be found in the Control Box and must not be removed from the premises. You will be responsible for the costs of replacements for any lost or damaged.

Food and drink is not permitted in the Control Room, both for health and safety reasons, and to avoid damage to the expensive equipment. The only exception is water in plastic bottles, which should be kept closed except when in use to reduce the risk of spillage.

Do not write on the equipment, e.g. to label channels or mark levels, instead use Post-Its or removable masking tape/electricians tape and write on that (do not use gaffer tape). Equipment must not be removed from the premises or used for parties etc.

Do not re-wire or re-patch the sound system, other than through the mixer patch panel or tie lines. Any custom requirements should be discussed with our technical team.

Lighting and power shall only be rigged or patched using the patch panels and the use of flexible cables. Do not alter the fixed installations. Any custom requirements should be discussed with our technical team. Any lanterns etc. rigged in the overhead grid must be securely clamped and have safety bonds fitted, including to barn doors or other accessories, to prevent them falling.

The lighting and sound have standard rigs and settings which must be restored during the Get-Out. Any accessories, cables, adapters etc. shall be returned tidily to their correct places. Cables shall be correctly coiled without twisting (not wound around the forearm) and secured with removable masking tape/electricians tape (not gaffer tape).

Power must be switched off, and covers must be replaced on lighting and sound equipment when not in use, especially when the premises are unoccupied, e.g. overnight.

If not using the theatre lighting rig, a pair of flood lights are available to illuminate the standard stage area, for example for rehearsals or ad-hoc events. These can be switched on and off at the wall socket midway along the wall on the auditorium left/stage right. They shall be switched off when not in use. They must not be de-rigged or rewired.

See Network Theatre Technical Information [1] for further details.

13.2. Consumables

You are responsible for provision and replacement of consumables used (see section 19). Inform the Theatre Manager if supplies are about to run out.

13.3. Props and Costumes

If agreed in advance, you may use the props (including furniture) and costumes that are in the theatre. We ask that you treat them with care – they may not be altered or painted without prior agreement. They shall only be used by competent staff.

You must take care of your own props – when laid out for the show they should be kept in clearly marked areas to avoid loss or being tidied away. Typically props are laid out in the Backstage Arch on tables, and in the Kitchen on the worktop, adjacent to the entrance to the stage. The props areas should be clearly marked.

Costumes shall be kept on clearly marked racks in the dressing rooms. Personal props shall be kept by the cast with their costumes in the dressing rooms.

Props and costumes shall be returned to their correct place at the end of each performance to avoid loss. At Get-Out, they must be returned to their appropriate storage or removed from the premises.

Unmarked items left in any other areas will be cleared away.

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13.4. Staging

The staging and seating rakes are constructed from 2m x 1m *Metrodeck* rostra, with steel frames and plywood decks. These rostra can be rearranged into a variety of configurations and heights using scaffold pole legs. If adjusting the height of rostra, ensure all legs are seated correctly and retaining bolts tightened before use. Rostra should be firmly joined together with the special *Velcro* straps or *Metrodeck* clamps. Handrails should be fitted on all seating rostra with drops greater than step height. A range of compatible steps are also available.

In addition, *Steeldeck* rostra, with steel frames and plywood decks, are available (8ft x 4ft and 4ft x 4ft), stored in the Backstage Arch.

Legs made from scaffold pole can be used to raise the height of *Metrodeck* or *Steeldeck*. There is a supply of pre-cut legs available. Legs designated for seating rakes are fitted with caps at either end and <u>must never be cut or painted</u> – they are colour coded for length. Other poles are available and these are generally labelled with their length. If other sizes are required, please consult our technical team.

Unless plastic end-caps are fitted to scaffold, scaffold plates or flat pieces of scrap plywood or board should be placed under the legs to spread the load and prevent them digging holes in the carpet or rostra underneath.

Beware – *Metrodeck* and *Steeldeck* are bulky and heavy and should be moved with care. Be careful if they are to be used at a significant height – bracing, handrails and/or toe-boards may be required, and any steps must be suitable.

The staging shall be returned to its standard configuration, or an otherwise agreed configuration during Get-Out. *Steeldeck* and unused *Metrodeck* must be restacked correctly in their storage location in the Backstage Arch. See Network Theatre Technical Information [1] for further details of the standard staging configuration.

The theatre walls are rendered brick, painted in our standard black (as are skirting boards). The staging deck is painted our standard black.

<u>If agreed with us in advance</u>, walls may be painted using water based matt emulsion only, but <u>all</u> shall be returned to our standard black at Get-Out. No other paints may be used, nor may any textures, glitter or UV/fluorescent paints be used.

If you wish to change the colour of the staging, <u>cover the rostra with painted hardboard</u>, taped together with vinyl dance-floor tape to prevent paint seeping onto the staging below. Staging joints themselves must <u>not</u> be taped. <u>Do not paint</u> the metal frames.

If you wish to change the colour of walls, it will speed your Get-In/Get-Out if you cover the walls with painted flats.

<u>Do not make holes in, or fix to, walls, stage or rostra.</u> Any holes will be charged for – the current minimum rate is £25 per hole but will be considerably more if a panel needs to be replaced.

Refer to the Get-In, Painting and Get-Out checklists for restrictions on usage.

13.5. Stage False Back Wall

There is a modular false back wall for the stage area. The various panel and frame modules provide a flexible system to allow different configurations to be built, for example to provide a masked crossover, with or without openings or doorways for entrances and exits. If agreed with us in advance, the back wall can be reconfigured or removed.

The back wall stands in a track on the floor and is supported by hooks over a bar just below the lighting grid. A second bar, fixed to the masonry back wall provides storage for modules not in use.

The bars used to support the back wall must not be used for lighting or any other purpose. They are not designed to take any other load.

Special staging units are available to provide a walkway behind the wall at standard stage height. The toe-boards provided must be fitted if the walkway is to be used.

Beware – wall modules are bulky and heavy and should be moved with care by at least two people. Be careful not to damage the modules or overhead items such as lanterns. Any damage must be reported to us immediately.

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Unused modules shall be placed correctly on the storage rail.

Modules shall be bolted together using the bolts provided, through the plated holes provided in the modules. Do not over-tighten; only use sufficient force to secure the modules. No other fixings shall be made to the modules.

Nothing is to be glued, stapled, pinned, nailed, screwed or otherwise fixed to any part of the back wall. No additional holes shall be made in any part of the back wall.

The back wall is painted our standard black. If agreed with us in advance, it may be painted using water based matt emulsion only, but all modules shall be returned to our standard black at Get-Out. No other paints may be used, nor may any textures, glitter or UV/fluorescent paints be used on the back wall. Joints must **not** be taped.

The back wall shall be returned to its standard configuration, or an otherwise agreed configuration during Get-Out. See Network Theatre Technical Information [1] for further details of the standard back wall configuration.

Refer to the Get-In, Painting and Get-Out checklists for restrictions on usage.

13.6. Seating

Do not exceed the licensed capacity of the theatre. Each audience member must have their own seat; standing is not permitted anywhere (except for FoH staff). No one shall sit on the floor or on steps. All exits, gangways and escape routes shall be kept clear.

Only the existing auditorium seating shall be used (80 black leatherette chairs with wooden frames; those not in use are stored under covers in the Backstage Arch). Do not reconfigure the seating or install additional seating without our permission. Seating plans are available on request. Note that seats are un-numbered. Do not remove the auditorium seating for use elsewhere in the premises.

When accommodating wheelchair users it may be necessary to remove one or more floor-level seats to avoid blocking gangways. The removed seats shall not obstruct exits, gangways and escape routes.

All audience seating shall be fixed in rows to prevent obstruction in the event of an emergency – individual seats could move and block exits or trip up people. The auditorium seats interlock. If other non-interlocking seats are used for audience they shall be secured together, for example with battens and cable ties or gaffer tape.

Dressing rooms each have their own set of grey plastic chairs which should not be removed. Additional spare plastic chairs for use in dressing rooms are stacked in the Backstage Arch.

For additional seating in Front of House areas, 10 red leatherette chairs are available, stacked in the Green Room when not in use. Any additional seating shall be returned to storage areas after use.

No seating shall be modified or painted for use on sets, nor used to stand on in place of the correct ladder or platform.

13.7. Parties

Whilst we appreciate that everyone likes a party at the end of a run, please note that it is your responsibility to ensure that the premises are clean and tidy at the end of the evening.

Parties should not start until all necessary Get-Out work has been completed on the set and all other areas (see section 17). The responsible person shall be present the whole time and is responsible for ensuring appropriate behaviour, for handling any emergencies, and for cleaning and closing up. The premises must be vacated by the agreed time (and as licensed) – please allow time for the clean up.

You are reminded that your party must comply with all aspects of this guide as for any other activity. This includes compliance with the Licensing Act 2003 in respect of alcohol and regulated entertainment; do not bring your own alcohol (see 7.1). Remember that smoking is not permitted in the premises (see 7.2) and any food must be pre-prepared and/or pre-packed. And don't forget safety (section 8) and security (section 9).

Should you wish to have music during your party please bring your own equipment for use in the Green Room. The theatre sound system and lighting rig are **not** to be used for this purpose – they are not designed for such stresses.

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14. Production Services

14.1. Audience Services

Unless agreed in advance, **no** Publicity, Box Office or Front of House services (or staff) are included for non-Network Theatre Company activities.

However such services can be made available if agreed in advance, usually in return for a contribution to Network Theatre's costs or reciprocity. For example:

- Publicity (marketing@networktheatre.org)
  - Assistance with publicity material.
    Note that you may not use our logo without prior permission from us.
  - Inclusion in Network Theatre Company's publicity channels, e.g. newsletter, e-mails, posters, brochures.
- Box Office (tickets@networktheatre.org)
  - Advance ticket sales.
    For your own advance ticket sales we can recommend our online provider TicketSource www.ticketsource.co.uk/register/125. Note that seats are un-numbered so specific seats cannot be booked.
  - Operation of box office for performances.
- Front of House (foh@networktheatre.org)
  - FOH stewards, perhaps in conjunction with your own staff.
- Bar services subject to Licensing Act considerations, including providing supplies and managing bar operations (foh@networktheatre.org)
  - The bar must be operated by Network Theatre staff.
  - You may not sell, or provide free, any alcohol as this will be a breach of licence.

To assist your audience you may want to refer them to our website www.networktheatre.org where directions to the theatre, with photographs, can be found.

For Network Theatre Company activities refer to the Network Theatre Company Production Handbook [2].

14.2. Technical Services

Unless agreed in advance, no technical services or backstage staff of any kind are included for non-Network Theatre Company activities.

However, users can consult with the Committee or our technical team for advice, and technical documentation [1] is provided in the Control Box and can be e-mailed on request. We have a list of technical crew who may be able to help you with your production, but they will normally charge a fee for their or services.

Note that all persons using the premises or equipment must be competent in that use, or closely supervised by someone who is.

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15. Checklist: Set Build & Get-In

If agreed in advance, you may use the scenery (flats, braces and weights, rostra etc.) and props (including furniture) that are in the theatre. We ask that you treat them with care. They must only be used by competent staff, and Health and Safety must always be considered.

- ☐ **Any set must not block** gangways, fire exits or obscure signage, especially illuminated exit signs.
- ☐ **If reconfiguring the staging**, beware – *Metrodeck* and *Steeldeck* rostra are bulky and heavy and should be moved with care. If adjusting the height of rostra, ensure all legs have seated correctly and retaining bolts tightened before use. Be careful if they are to be used at a significant height – bracing, rails and/or toe-boards may be required, and any steps must be suitable and secure.
- ☐ **Flats must be handled carefully** to avoid damaging frames and canvas.
- ☐ **Flats must be secured** with
  - ☐ pin-hinges or battens using Hex or Pozi-drive screws, **not nails or slot-head screws**
  - ☐ cleats and sash-cord
  - ☐ stage braces and weights.
- ☐ **No fixings shall be made to the false back wall of the stage.**
- ☐ **No fixings shall be made to the staging deck.** Small screws can be fixed to the plywood tops of *Steeldeck* rostra only, provided it is not otherwise damaged.
- ☐ **No fixings shall be made to the walls** (e.g. drilling and rawlplugs) without permission – the arch is railway property, supporting the station, and must not be weakened. Fixings can also lead to water leaks.
- ☐ **Use only water-soluble gummed paper to conceal the joins between flats at the front**, not gaffer tape or masking tape which is ineffective and damages the flats. Gummed tape dries tight and can be painted. Gaffer tape and masking tape remain flexible and are designed to repel paint. Gummed tape is kept backstage, above the SM desk.
  Do <u>not</u> tape the joints in the staging or false back wall.
- ☐ **Do not glue, tape or staple things to flats, walls, the false back wall or staging.**
- ☐ **Do not apply glitter, texture, etc. to flats, walls, false back wall or staging.**
- ☐ **Use only water-based matt emulsion paints, and conform to the Painting Checklist.**
- ☐ **Do not suspend anything from the lighting grid** (other than standard lighting equipment which must use safety bonds) without our written permission. Fixing flats or other set items to the grid could create excessive loads risking damage or collapse, or excessive vibration which can damage lanterns. Please consult our technical team in advance for advice.
- ☐ If agreed with us in advance, the staging deck and the false back wall can be painted, but must be returned to our standard black during Get-Out. Using painted flats to cover the brick walls, and hardboard to cover the stage, rather than painting them directly, will save repainting.
- ☐ **Do not paint the metal frames of *Metrodeck* or *Steeldeck*** (wipe off any spill before it dries).
- ☐ Should you wish to change the shape, colour or appearance of any pieces of furniture or other properties, please ask us first. You will be responsible for the costs of any unauthorised changes or any damage.
- ☐ Remember the premises must be **returned to their standard configuration at Get-Out**. See the Strike & Get-Out Checklist.

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16. Checklist: Painting

Please take great care when painting

- ☐ **Only paint what you intend to paint. Only paint what has been agreed in advance.**
- ☐ **Use only water-based matt emulsion paint. Do not use any other paint**, such as vinyl matt, vinyl silk, solvent-based paint, aerosols, masonry paint, blackboard paint, floor paint, metal paint, textured paint or gloss.
- ☐ Note that different suppliers and batches of paint will be different colours so a whole area must be painted with the same paint to avoid patches of mismatched colours. If mixing your own colour, make sure you have enough and keep some for touch-up.
- ☐ **Surplus paint must be disposed of legally at Get-Out.** Do not leave it in the theatre.
- ☐ Our stage and auditorium are painted with our **standard black** – do not use any other black.
- ☐ **Do not try out paint on walls, floors, furniture etc.** – use a piece of scrap board.
- ☐ Painting must only be done in the Backstage Arch or on Stage. **Do not** paint in the main Auditorium area, Foyer, Green Room, Kitchen, Toilets, Props store, Dressing Room, etc.
- ☐ **Always protect floors** (including concrete), carpet, furniture etc. with dustsheets or polythene to protect from drips and spills. A supply of these can be found in a box in the Backstage Arch.
- ☐ **Do not place paint** cans, trays, brushes, rollers etc on unprotected floors, furniture etc. – paint will always manage to spill or drip.
- ☐ **Be careful not to tread paint onto carpets from the bottom of shoes.**
- ☐ **Do not stand on furniture** – paint will drip onto it, and it's not safe.
- ☐ Remember that **a paint brush is not a trowel** – load the right amount of paint and brush it on, don't spread it like butter! Painting does require competency, so chose painters carefully.
- ☐ Immediately **wipe up and wash off** any paint drips, spills or over-painting – even water based paint will not wash off once dry. Use scrap cloth or paper towels, not tea towels or towels!
- ☐ **Immediately wash up brushes**, rollers, trays etc carefully in the Kitchen sink (not the toilets or bar), and clean off any paint residue from the sink and surrounding area afterwards before it dries. **Do not use** white spirit or solvent brush cleaners – they are not required for water-based paints.
- ☐ **Return** paint, brushes, rollers, trays and dustsheets to the storage area in the Backstage Arch.
- ☐ Dispose of any unwanted items responsibly.

It is incredibly tedious and time consuming for our volunteers to rectify damage caused to the premises by painting and set building activities. Should we need to carry out rectification work as a result of your use of the premises you will be liable for any expense incurred by Network Theatre.

Network Standard Black

Matt black emulsion paint can be difficult to obtain, and different manufacturers produce different "shades" of black, resulting in noticeable patches in finished paintwork.

Therefore **our standard Matt Black Emulsion (*Flints* own brand) must be used**. This paint is available from us at list price, or direct from *Flints* www.flints.co.uk. Use of any other paint, or failure to repaint, will result in a charge being levied for rectification.

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17. Checklist: Strike & Get-Out

You must return the premises to its standard configuration after your show, unless otherwise agreed. This includes set, staging, curtains, lighting, sound and auditorium seating.

- ☐ Return all Props, Furniture, Costumes and Make-up to their proper storage places in the Backstage Arch. Leave all storage areas tidy and well-organised.
- ☐ Take down all curtains (tabs/legs/borders) and return to their proper place in the Backstage Arch, folding them neatly and placing them in storage bags. Make sure that curtain runners are not lost from the track, and that cords are neatly coiled up and stored in the hanging buckets.
- ☐ Strike the set, and return all items neatly and tidily to their correct storage areas:
  - ☐ Remove jointing tape carefully from flats/rostra and dispose of.
  - ☐ Remove all fixings, brackets, hinges, screw eyes, staples, tape, etc from flats and rostra.
  - ☐ Throw away used screws and nails, they are not re-used. Other metalwork is kept.
  - ☐ Short wooden battens and small pieces of board can be disposed of; but larger ones returned to storage for reuse.
  - ☐ Flats must be handled carefully to avoid damage to canvas or frames, and stacked neatly in the flat store. Flats should be stacked by size, at a slight angle, alternately face-to-face and back-to-back. The bottom frame must be on the floor, not resting on another flat. **Failure to remove screws and fittings such as screw-eyes will result in tears to the canvas which you will have to pay for.**
  - ☐ *Steeldeck* should have legs removed and be returned to correct storage.
  - ☐ *Steeldeck*, rostra and steps should be stacked safely and neatly by size in the correct place.
  - ☐ Return tools to their correct toolbox and leave locked.
- ☐ Repaint the staging and auditorium in standard black, unless otherwise agreed.
- ☐ Return all Network Theatre sound and lighting equipment (including effects) to their standard configurations. Take down any extra lanterns added to the rig for the show.
  - ☐ Return equipment and accessories not in use to their proper storage.
  - ☐ Cables must be neatly coiled and taped up with electricians' tape.
  - ☐ Replace covers on all equipment.
- ☐ Reset the audience seating to the agreed configuration, and return all foyer, kitchen, dressing room and green room furniture to its standard configuration.
- ☐ Return the piano and stool to the foyer, fitting the cover correctly.
- ☐ Tidy and clean the whole premises (front of house and backstage), ready for the next users.
- ☐ Leave all doorways, gangways and fire/safety equipment free of obstructions – a legal requirement. This includes the marked escape gangway in the Backstage Arch.
- ☐ Report any damages, breakages or equipment failures to Network Theatre.
- ☐ Remove all set, props, costumes and furniture brought in for your show from the premises. Do not leave broken-up set in the Backstage Arch and do not try to put it in the bins – you must take it away for disposal. Do <u>not</u> remove any Network Theatre property.
- ☐ Empty all bins and remove rubbish to the correct bins at the end of Lower Road. The key to the bins is kept behind the bar.

PLEASE LEAVE THE PREMISES AS YOU WOULD WISH TO FIND THEM

Should we need to carry out rectification work as a result of your use of the premises you will be liable for such expense incurred by Network Theatre.

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18. Checklist: Closing Up

At the end of each session, every day, please ensure that you have:

- ☐ Left **all** areas rubbish-free, clean and tidy for other users. There are a vacuum cleaner and brooms in the Kitchen for cleaning floors, and other cleaning material under the Kitchen sink.
- ☐ Washed-up all items of crockery/glasses/cutlery and returned them to the appropriate rack or cupboard.
- ☐ Put away all food and drink in sealed containers in the designated cupboard or fridge to discourage vermin.
- ☐ Put away and locked up all tools.
- ☐ Washed and put away all paint brushes, rollers and trays in the Backstage Arch.
- ☐ Put away scripts, props, costumes, etc in their proper place.
- ☐ Left any set, staging, rigging etc. in a safe state, and labelled any hazards clearly.
- ☐ Left the stage as clear as possible for use by other users.
- ☐ Left all doorways, gangways and safety equipment clear.
- ☐ Secured cash and bar stock etc.
- ☐ Locked all appropriate doors (e.g. Box Office/Control Box, Props, Costumes and Stage Door in the Backstage Arch) and secured all keys.
- ☐ Taken away all rubbish, and re-lined bins with bin-liners.
- ☐ Turned off the following, not forgetting to check the Backstage Arch and Toilets as well as the Auditorium, Green Room, Kitchen, Foyer and Control Box:
  - ☐ the lighting rig (in Control)
  - ☐ sound systems (in Control, Green Room)
  - ☐ all CCTV monitors
  - ☐ all heaters, both gas and electric
  - ☐ all water-heaters (in Kitchen and both Toilets)
  - ☐ hand dryers (in both Toilets)
  - ☐ kettles, microwave (in Kitchen)
  - ☐ all lights, including those outside the Main Door and Stage Door
- ☐ **NOT** turned off the emergency torches, phones, fridges or cash register!
- ☐ Finally, secured the Main Door and checked the Stage Door.

Remember, other users may be in the premises between your sessions, including during the day.

We rely entirely on volunteers. Please do everything you can to keep the place in the condition you would wish to find it.

THANK YOU

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19. Consumable re-order list

Consumable items are normally restocked by the Theatre Manager. This list is a reminder of the standard equipment and consumables in use to assist re-ordering. Please let us know if anything has run out by contacting theatre@networktheatre.org

What	Brand	Type	Stockist
Paint – Black	Flints	Matt Black	Flints
Paint – White	Dulux	Matt White	DIY stores
Paint – Foyer Red	Dulux	Vinyl Soft Sheen Volcanic Splash 3	DIY stores
Paint – Green Room	Dulux	Vinyl Soft Sheen Jungle Fever 1	DIY stores
Paint - Toilets	Dulux	Vinyl Soft Sheen Steel Symphony 1	DIY stores
Paint Rollers - Sleeves	any	9” x 1 ¾” medium pile	Flints
Paint Rollers – Handles	Hamilton	9” x 1 ¾” cage frame	Flints
Screws	Goldscrew	tbc	tbc
Staple Gun	Arrow	JT21C	Flints
Staples	Arrow	JT21 8mm	Flints
Tape – Gaffer			10 out of 10
Tape - Electrical			10 out of 10

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20. Where to Find It ...and to Put It Back (A-Z Guide)

What	Where	In
Bags, Cases (props)	Backstage Arch	Props Cupboard (secure)
Belts (costumes)	Backstage Arch	Box in Costume Cupboard
Bin liners	Kitchen	Cupboard under the Sink
Board (hardboard, plywood, MDF)	Backstage Arch	Designated rack
Borders	See Curtains	-
Brackets	Workshop	Labelled Boxes/Drawers
Brooms	Backstage Arch	Designated Area
Brooms	Kitchen	Tall cupboard
Brush & Dustpan	Kitchen	Cupboard under the Sink
Buckets/Bowls/Paint kettles	Backstage Arch	Painting Cupboard (secure)
Bulbs & Lamps - domestic (spares)	Control Box	Boxes
Bulbs & Lamps - stage (spares)	Control Box	Filing Cabinet
Cable ties	Control Box	Filing Cabinet
Carrier bags for reuse	Kitchen	Cupboard
Castors	Workshop	-
Cleaning Materials	Kitchen	Cupboard under the Sink
Cleats	Backstage Arch	Boxes in Workshop
Costumes	Backstage Arch	Costumes Cupboard (secure)
Crockery etc (kitchen use)	Kitchen	Middle high level Cupboard
Curtains (stage tabs, legs, borders)	Backstage Arch	Plastic wheeled trunk
Cutlery (kitchen use)	Kitchen	Top Drawer
Display board (table-top pin board)	Box Office	Black Holdall
Door furniture and fittings	Backstage Arch	Boxes in Workshop
Doorbell/chime ringer (sound FX)	Control Box	Cupboard (secure)
Doorbells/chimes (practical props)	Control Box	Labelled boxes
Doors	Backstage Arch	Designated Rack
Dust sheets	Backstage Arch	Plastic Box near Paint
Electricians Tape	Control Box	Filing Cabinet
Electronic Keyboard	Control Box	-
Eyes, Screw-eyes	Backstage Arch	Boxes in Workshop
Fire equipment	See Premises Layout	-
Flats	Backstage Arch	Flat store
Flipchart stands (portable)	Box Office	Behind door
Food and drink (kitchen use)	Kitchen	Left-hand high level Cupboard
Fuses (spares)	Control Box	Labelled box
Gaffer Tape	Control Box	Filing Cabinet
Glasses etc (kitchen use)	Kitchen	Low level Cupboards
Guest sign-in sheets	Box Office	-
Hats (costumes)	See Costumes	-
Hinges, pin hinges etc.	Backstage Arch	Boxes in Workshop
Intercom Headsets (Tecpro ring)	Control Box	Labelled Case (or in position)
Iron and Ironing Board	Kitchen	Tall cupboard
Jewellery (costumes)	See Costumes	-
Ladders	Backstage Arch	Designated Area
Lamps	See Bulbs & Lamps	-
Lanterns	Grid or Control Box	On Rack
Lantern accessories and spares	Control Box	Labelled Boxes
Lectern	Backstage Arch	Furniture Store
Legs	See Curtains	-
Lighting cables (15A)	Auditorium	Black Metal Chest on wheels
Lighting cables and adaptors	Control Box	Labelled Boxes
Lighting gels/frames and gobos	Control Box	Labelled Boxes
Lights (practical props)	Control Box	Labelled Boxes and Rack
LPG Heaters	Box Office	-
Make-up, Cosmetics etc	Kitchen	Right-hand high level Cupboard
Make-up, Cosmetics etc	Dressing Room (SR)	Box on Shelf
Metrodeck	See Rostra	-
Metrodeck legs (scaffold)	See Scaffold poles	-

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What	Where	In
Microphones	Control Box	Cupboard (secure)
Mop & Bucket	Kitchen	By Sink
Music stands	Control Box	Under Rack
Music stand lights	Control Box	Under Rack
Overalls	Backstage Arch	Plastic Box near Paint
Paint	Backstage Arch	Chest (secure)
Paintbrushes and rollers/trays	Backstage Arch	Painting Cupboard (secure)
Paper Tape (gummed for flats)	Backstage Arch	SM Desk
Paper towel	Kitchen	Cupboard under sink
Piano and stool	Foyer	Under fitted cover
Pins – drawing	Bar	With Stationery
Projection Screen	Backstage Arch	Designated Area
Props	Backstage Arch	Props Cupboard (secure)
Props – Furniture	Backstage Arch	Designated Area
Props – "Realistic" Weapons	Box Office	Designated Area (secure), Filing Cabinet (secure)
Rostra	Backstage Arch	Store above Workshop
Safety (hard) hats, goggles, masks	Backstage Arch	Cupboard in Workshop
Safety Bonds for Lanterns	Control Box	Rack
Scaffold fittings	Backstage Arch	Racks near Workshop
Scaffold poles (<700 mm)	Backstage Arch	Racks near Workshop
Scaffold poles (>700 mm)	Backstage Arch	Racks near SM desk
Scaffold tower	Backstage Arch	Designated Area
Screws, bolts/nuts, fixings etc.	Backstage Arch	Boxes in Workshop
Shoes (costumes)	Backstage Arch	Boxes in Costume Cupboard
Smoke machine	Control Box	Shelves
Sound cables and adaptors	Control Box	Labelled Boxes
Sound devices	Control Box	-
Spare chairs	Backstage Arch	Designated Area, under covers
Speakers (spare)	Control Box	-
Stands – Speaker and Lighting	Foyer	Cupboard
Stage braces	Backstage Arch	Cage near workshop
Stage weights	Backstage Arch	Under Props table
Stationery	Box Office	Box on shelf
Stationery	Control Box	Box on shelf, Filing Cabinet
Stationery	Green Room	Box behind Bar
Stationery	Kitchen	Labelled Drawers
Stationery	SM Desk	Box in Cupboard
Steeldeck	Backstage Arch	Stack near SM desk
Steeldeck legs (scaffold)	See Scaffold poles	-
Strobe lights	Control Box	Shelves
Tabs	See Curtains	-
Telephone ringer (sound FX)	Control Box	Cupboard (secure)
Telephones (practical props)	Control Box	Labelled Boxes
Timber	Backstage Arch	Designated Rack
Toilet Rolls (spares)	Ladies Toilet	Metal Locker
Tools (Control toolkit)	Control Box	Toolbox (secure)
Tools (Set build)	Backstage Arch	Chest near Workshop (secure)
Tools (SM toolkit)	Backstage Arch	Toolbox in Workshop
Towels and Tea-towels	Kitchen	Tall Cupboard
Trolley (FoH)	Box Office	-
Truck/trolley (Backstage)	Backstage Arch	Workshop
Vacuum Cleaner	Kitchen	Tall Cupboard
Whiteboards (portable)	Backstage Arch	Designated Area
Workmate	Backstage Arch	Workshop

See the premises layout diagrams for location of safety equipment and telephones.

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