

## **SCHEDULE OF SPECIAL CONDITIONS - THEATRICAL HIRINGS**

**Special conditions of Hire to comply with the Public Entertainment Licence issued under the Local Government (Miscellaneous Provisions) Act 1982 and Theatre Licence issued under the Theatres Act 1968\*.**

### **HIRER**

For the purposes of these conditions, the term **HIRER** shall mean an individual **hirer** or where the **hirer** is an organisation the authorised representative.

- 1.** The **hirer** hereby acknowledges receipt of a copy of the conditions for the premises.
- 2.** The **hirer** not being a person under 18 years of age hereby accepts responsibility for being in charge of their group and production and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment/Stage Play Licence relating to management and supervision of the premises are met.
- 3.** The **hirer** acknowledges that she/he has received instruction in the following matters:
  - The action to be taken in event of fire. This includes calling the fire brigade and evacuating the Centre.
  - The location and use of fire equipment.
  - Escape routes and the need to keep them clear.
  - Method of operation of escape door fastenings.
  - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- 4.** In advance of the entertainment or play the hirer shall assist the Athenaeum Management to check the following items:
  - That all the exits are unlocked and in good working order.
  - That all escape routes are free of obstruction and can be safely used.
  - That any fire doors are not wedged open.
  - That exit signs are illuminated.
  - That there are no obvious fire hazards on the premises.
- 5.** There shall, in addition to the hirer, be a minimum of 4 competent attendants on duty on the premises to assist people entering and leaving, none of who shall be less than 18 years of age. If most of the audience is under 16, the number of attendants shall be not less than 6. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the Fire Fighting equipment available, how to call the fire brigade, use and location of the emergency detector apparatus and evacuation procedure.

The Athenaeum Management will assist in supplying the necessary ushers, however there are occasions when the **hirer** will be asked in advance to provide additional ushers.

## **Capacity**

The number of people on the premises shall not exceed for dancing, or seated the number permitted under the entertainment or premises licence granted in respect of the premises, hereinafter called "The Licence". Please contact the Booking Secretary for confirmation of numbers.

## **Means of Escape**

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

The emergency lighting supply illuminating all exit signs and routes must not be obscured for the whole of the time the premises are occupied.

## **Outbreaks of Fire**

Please refer to the Athenaeum Fire and Emergency Procedures The Fire Brigade shall be called to any outbreak of fire, however slight, and the Athenaeum Management contacted immediately.

## **Dangerous Performances**

Performances involving danger to the public shall not be given.

## **Explosives and Flammable Substances**

Highly flammable substances shall not be brought into, or used in any part of the premises.

No internal decorations of a combustible nature (e.g. paper, cotton wool) shall be erected without the consent of the management committee. Bales of hay or straw, or dried grasses, polystyrene, or powders likely to cause a hazard or nuisance shall not be permitted in the building.

## **Heating**

No heating appliances of any kind shall be used on the premises for shows or rehearsals without the consent of the management committee.

## **Hours of Opening**

The premises shall not be used for public entertainment except between the hours of 9 am and 11 pm unless special permission has been issued by West Wiltshire District Council and by the management committee.

## **ADDITIONAL CONDITIONS UNDER FIRE REGULATIONS LEGISLATION JUNE 2006**

### **Fire Exits**

The backstage corridor has been upgraded to a main emergency exit for the auditorium. Absolutely NO props, scenery, furniture or construction items are to be left in this area, day or night Do not prop open any self closing doors at any time during rehearsals and performances. Please can cast use the back door ONLY. The front doors are for other hirers and the audience.

### **Premises**

Only use rooms that have been booked with the Booking Secretary. This would normally be the stage and auditorium

The Bar area is not to be used for rehearsals unless prearranged

Children MUST be supervised at ALL times within the building

Parents/guardians are NOT permitted backstage to collect children after a performance and can only collect from the Foyer or preferably the back door in The Close

Parents/helpers are not permitted to stand at the back and watch a show they must be seated.

## Stage

No scenery is to cross the line of the curtains, which legally have to close twice during each performance (beginning and end)

Nothing is permitted in the aisles during a performance

Do not remove the fire extinguishers from the mountings on the wall

Do not block the exits within the wings at any point

Only those under the supervision of our technicians may use stage ladders, or access the gantry, or adjust scenery/lamp poles or lamps.

No children are to be left unsupervised on the stage at any time

## Scenery and Costumes

All scenery and props MUST be fireproofed ( See a member of the technical team if you are unsure )

All costumes MUST be made of fire retardant material

The following materials are not permitted at all:

Hay/straw bales, paper decorations, cotton wool, bulky cardboard, combustible materials (IF IN DOUBT, THINK - CAN IT BURN EASILY? IF YES, DON'T USE IT!)

## Electrical Equipment

No extension leads are to be brought into the building ( See a member of the technical team if you are unsure )

No heaters - electric, gas or otherwise are to be brought into the building

Any electrical equipment brought in, for example CD players must be PAT tested

( See a member of the technical team if you are unsure )

## Keeping tidy

Do not let rubbish gather. Please use the large bin outside. The cleaner may not clear the dressing rooms between performances. Please keep them tidy.

ALL costumes, props and items of scenery MUST be removed from the premises within 48 hours of the last performance. Anything left WILL be disposed of.

## Smoking and Naked Flames

Smoking is **NOT** permitted anywhere on the premises, (including near to the back door) at any time of day.

Smoking is permitted on the public pavements only.

No matches, candles etc. are permitted anywhere on the premises

## Alcohol

No alcohol is to be brought into the building without first contacting the Designated Premises Supervisor

## Cast and Crew

Your total cast and crew, including any helpers must not exceed 100 people at any performance