

## **Carnegie Theatre Trust**

### **Document CT 111 - House Rules (Theatre)**

Welcome to our lovely theatre for your performance. To ensure a safe and smooth visit, we ask companies, crew, performers and all using our facilities to abide by the following rules.

**These House rules form an integral part of your hire contract with the Carnegie Theatre Trust.**

#### **Introduction**

All persons engaged by the Company shall be acquainted with these rules and are required to comply with their content. The Carnegie reserves the right to stop work at the visiting Companies expense in the event of violation of these rules and to put in place any systems or persons required to ensure the safety and protection of The Carnegie.

The Company will take all the necessary precautions in connection with the works to be consistent with The Carnegie's policies:

- To protect the Health & Safety of its employees & any other persons affected.
- To avoid any damage to the venue.

All work carried out shall be in accordance with:

- Statutory regulations
- Relevant British & European standard & their amendment

#### **Access**

On arriving at the Theatre you must make a member of staff aware of your presence and sign in; you must also sign out when you leave the building. The signing in book is in the office. Visiting Companies and Amateur societies may implement their own sign-in procedure to cover all their members, volunteers and staff which should be pre-agreed with the theatre manager.

All visiting companies should obtain and read a copy of the H&S guidelines and fire evacuation policy available from the Theatre Manager. Please do not leave the building by any of the fire exits except in an emergency or when specifically instructed to do so.

Please do not invite guests backstage without first asking the duty manager.

#### **Vehicle Parking**

The Carnegie does not have its own car parking facility for private vehicles and all performance related vehicle movements need to be confirmed in advance so that arrangements with the local Highways Agency can be made.

Where possible trucks and Tour Buses will be accommodated on site. All vehicles accessing the site must have pre-approval and the details, including the registrations of these vehicles must be supplied to The Carnegie prior to arrival

### **Technical Support**

CTT has a duty of care to all users of the building and a part of this is to ensure that all work in the theatre is carried out to a safe standard. After discussion with our advisors, we require all users of the theatre to have the services of a CTT approved technician during the get-in, technical rehearsal, dress rehearsal, all performances and get-out. The CTT approved technician is responsible for the safe use of all facilities and equipment in the theatre.

For the safety of everyone, an approved technician must be present in the theatre before any equipment is switched on or brought into use.

Contact details of all approved technicians are available from the Theatre Manager. We can supply an approved technician (subject to an additional charge) if required.

Note: This will not apply for a simple rehearsal or during the music or dance festivals where no significant technical equipment is in use.

### **Set Delivery and Collection**

In order to minimise disruption to the residents of Warwick Place and the surrounding area, the theatre has implemented rules regarding the delivery and collection of sets and other large equipment

- The delivery vehicle is not to arrive at the theatre prior to the scheduled agreed unload time. If the vehicle is in Workington before this time, then it must be parked well away from the theatre until the scheduled time in a non-residential area. If the unload time is earlier than 9:00am then the theatre should be advised well in advance.
- When the vehicle arrives, any maneuvering must be assisted by at least one banksman (preferably two) provided by the Hirer. No movement of delivery vehicles must take place without this safeguard.
- Once unloading is completed, the delivery vehicle must be moved from the loading dock to allow free movement of traffic.
- When loading out takes place at night (immediately after a production), this must be done as quietly as possible so as not to unduly disturb residents. The vehicle should not arrive on site until the designated loading time
- As with unloading, any vehicle movement must be assisted by at least one (preferably two) banksman.
- Once the vehicle is loaded, it must be moved from the loading dock, and if not leaving Workington immediately, it must be parked up well away from the theatre in a non-residential area.

If for any reason a hirer cannot comply with any of the above requirements, they are to contact the Theatre Manager at least 2 weeks ahead of the scheduled get-in

### **General Safety, Risk Assessments and Noise Assessments**

All work carried out must comply with the H&S at Work Act 1974 and associated regulations.

The provision of full risk assessments in accordance with The Management of Health & Safety at Work Act 1992 must be completed and submitted to The Carnegie no later than 2 weeks prior to the start of your engagement.

The provision of a full noise assessment (where asked to provide) in accordance with The Noise At Work Regulations 2005 must be completed and submitted to The Carnegie no later than 2 weeks prior to the start of your engagement.

The provision of scenery ground plans and rigging plans for scenery, lighting and other flown equipment must be submitted to the Carnegie no later than 2 weeks prior to the start of your engagement.

### **Smoking**

The Carnegie Theatre is a no smoking building; this means no smoking at all (including E-Cigarettes). We would also ask that you do not smoke within 3 metres of any exit/entrance doors so that we avoid smoke be drawn into the building

Smoking is permitted as part of a performance to maintain artistic integrity provided full risk assessments and controls are in place. Please note as per legislation of July 2007 this is not permitted during rehearsals or where the requirement is not specifically scripted and will only be permitted by prior submission of a method statement and risk assessment.

### **Alcohol**

The Carnegie Theatre operates a no alcohol policy for staff, FOH Volunteers and Crew (both visiting and internal). Although The Carnegie accepts an individuals' freedom of choice, the venue will not tolerate performers taking to the stage if they are under the influence of drugs and/or alcohol which the Carnegie Theatre Trust regard as being detrimental to the performance.

Artists should be able to undertake their performance to a level of standard their audience expects. In the event that an artist is incapacitated to the extent they are unable to perform, the show may be delayed or cancelled by agreement with touring production management. Should the performance be cancelled, all monies owing to the artist shall be retained and ticket monies refunded. Ticket refund costs will be the responsibility of the artist.

No alcohol is permitted in the dressing room area when under 18s are involved behind stage in the production in any capacity. Anybody found in breach of this rule will be asked to leave the building.

### **Mobile phones**

When the house is open, all company members must turn off mobile phones in the auditorium & backstage areas.

### **Connection to utilities including electricity**

All equipment connected to the Carnegie's services must comply with British Standard regulations. All equipment must be disconnected or switched off when not in use. Connections to The Carnegie's 3 phase supplies must be via CEE form or Power-lock connectors.

Connection to single-phase supply must be by BS standard connectors. All equipment must be tested and well maintained. Connections to tour buses or trucks will be via the venues 16 amp single phase cabling only. Portable gas (LPG) is not permitted within the building and no connections to mains gas are available.

The use of portable cooking equipment other than microwaves, kettles and water boilers is not permitted. Portable heaters may not be used within The Carnegie.

### **General Housekeeping**

The Company will endeavour to keep workspaces tidy at all times. Fire exits and clear ways must be maintained and at no time must equipment or materials block these marked routes. The Carnegie will provide collection of reasonable quantities of bagged rubbish but large items such as scenic elements must be removed from the venue at the end of the hire. Any items remaining at the end of an engagement will be disposed of and the costs of removal charged to the Company.

Any spillages of liquids must be cleaned up immediately and appropriate warning signage placed.

**It is the responsibility of the hirer to ensure that at the end of the hire period, the stage and dressing room areas are tidy and that all rubbish has been bagged for collection**

### **Working at Height**

Visiting Companies must ensure that all working at height is appropriately planned and the correctly maintained items of access equipment used for the task. Visiting Companies must ensure that areas below work at height are controlled and barriers and signage are placed to prevent work below the area.

Venue access equipment is only to be used when supervised by a member of Carnegie staff or approved technicians. Safety harnesses must be worn where there is a risk of fall and an appropriate rescue plan must be in place.

All toured access equipment must comply with regulations and be well maintained. The use of makeshift equipment for access is strictly prohibited.

### **Tallescope**

The venue has a tallescope for access to the grid and lighting fixtures which may be used by

suitably trained people. Note: Following the issue of a statement by the HSE in June 2010 it is no longer possible to move a tallelescope with persons in the basket.

#### **Access to technical areas.**

Access to the stage, grid, control rooms, sub-stage & orchestra pits is only permitted under supervision of a CTT approved technician and each member of the Company must seek permission to enter these areas.

**Safety Clothing** During all technical work the Company will ensure that all persons wear safety footwear in compliancy with BS 1870.

They will also

- Supply and wear hard hats where appropriate.
- Supply and wear protective gloves where appropriate.
- Supply and wear eye protection where appropriate.
- Supply and wear hearing protection where appropriate.
- Supply and wear dust masks and ventilators where appropriate.
- Supply and wear harnesses where appropriate

#### **First Aid & Accident/Incident Reporting**

The Company is to provide first aid cover for its employees, subcontractors and invitees. It is agreed by The Carnegie that whist not required to provide cover to Company personnel treatment will be given if a companies' first aider is unavailable. It is a requirement that any accident or near miss is reported and recorded and that any follow-up investigation is completed. It is also a requirement that the visiting producer provides a copy of any accident report reordered by them to The Carnegie

#### **Control of Substances Hazardous to Health**

In accordance with COSHH regulations all substance are required to have a suitable assessment, which must be available for inspection. Storage, handling and use must conform to the manufacturers' instructions. It is a requirement that all flammables are locked in a suitable cupboard.

#### **Rigging & Suspension of Scenery**

All equipment that requires suspension from the fabric of the building will be classed as rigging and as such must conform to LOLER regulation (1998).

The Carnegie reserves the right to inspect any items of rigging and their installation to ensure they conform to British & European Standards.

All rigging operations must be planned appropriately by the visiting company and be carried out in a way that reduces or fully eliminates the risk of injury.

Risk Assessments for all operations must be supplied prior to the commencement of works.

Safety harnesses must be worn where there is a risk of fall and an appropriate rescue plan must be in place.

The weights and specifications of all items that are to be rigged must be supplied in advance to The Carnegie Theatre Trust

All companies must use a PLASA National Rigging Certificated rigger or ask The Carnegie to engage one on their behalf for all specialist rigging other than the use of the venues installed motors and trusses and flying bars

### **Fire Precautions**

The Company is required to comply with all fire regulations and must read and understand The Carnegie's evacuation plan.

It is a requirement that all persons comply with Carnegie staff instructions during any evacuation or incident.

All fire routes are to be maintained and fire doors must not be propped open at any time.

All hot works must be agreed by a Carnegie Theatre Technician prior to the commencement of works. A suitable risk assessments and work place precautions must be in place before a hot work permit is granted.

### **Use of Pyrotechnics, smoke, vapour, laser & other special effects including live flame**

The Carnegie MUST be informed prior to the Company arriving at the venue & at the earliest opportunity that a company intends to use special effects. The full details along with risk assessments must be supplied and in some cases these need to be passed to the licensing authorities before authorisation to use them is granted

All shows containing fire risks must supply a method statement and risk assessment along with a copy liability insurance to a minimum value of £5m. These documents will be passed to the local fire officer for approval prior to the show. Any restrictions or requirements raised by the fire officer must be complied with to enable the use of proposed effects.

Use of Pyrotechnics must follow the latest edition of the ABTT guidance on the safe use of pyrotechnics.

### **Theatre Decoration, fabric & equipment**

The cost of any repairs to, or special cleaning of, the decoration or fabric resulting from the presentation of the Company or damage by the Visiting Producer, his staff, agents or artists whether deliberate or accidental will be recharged to the Visiting Producer.

### **Use of Staples, Nails, Blue-tak**

The use of staples / nails or any other items which may cause damage to secure Carnegie owned drapes are strictly forbidden. Please supply and use Hold-On clips or similar items which will minimise the risk of damage to cloths.

The use of Blue-Tak or similar materials to attach anything to walls or paintwork is not allowed, please use the frames which are positioned around the building. A noticeboard is provided in the dressing room corridor for posting notices and information back stage.

### **Intervals**

The Visiting Producer shall arrange for at least one interval in each performance of the Company of at least 15 minutes duration. The loss of revenue to The Carnegie caused by the absence of such an interval will be recharged to the Visiting Producer at the rate of £1.50 per person attending each performance of the Company.

### **Theatre Bar**

The Theatre bar will open approximately 1 hours before curtain up. The bar will close two minutes before curtain up so that a prompt start can be made, the duty manager will give clearance to the technician on the control desk once the bar is empty and everyone is seated. A similar process will operate at the end of the interval.

### **Theatre sets**

The visiting Producer shall ensure that the location of theatre sets do not obstruct sightlines and work closely with The Carnegie's technical staff to ensure the best view for the audience. The Company should inform The Carnegie at the earliest opportunity of items of the set design that may affect the sale of certain seats for each show.

### **Audience Participation**

Any show involving audience participation must be discussed in advance with The Carnegie. Adequate & suitable control measures must be in place to ensure the safety of members of the public whilst on stage.

The visiting Company must brief technical & FOH staff of the control measures and responsibilities. A risk assessment for this activity may be required.

### **Use of Children in Performance**

The use of children who are in school years 11 and below (generally 16 and under) is governed by strict rules regarding working days, hours of work, breaks and the use of chaperones. The Carnegie Theatre Trust regards the safeguarding of children as being extremely important; when using children, whether on stage or backstage in all rehearsals and performances in the Carnegie Theatre, visiting companies must abide by the regulations set out in "Cumbria County Council Children's Services – A guide for Chaperones and Performance License holders".

### **Backstage Access**

Only those who are employed by The Carnegie or company members authorised by the Visiting Producer will be allowed back-stage in the Theatre during the Period of Engagement. No others will be allowed back-stage without the permission of The Carnegie. It is a requirement that all backstage visitors sign in and out either via a list supplied by the company manager or in the Carnegie's visitor book.

### **Dressing rooms**

Please be aware the mirror lights in the dressing rooms can become very hot, do not touch them, stick anything to them or hang anything over them. If you need a bulb changed, please ask a member of staff to help you.

If you bring any electrical equipment with you such as hairdryers, heaters or anything with a plug on, the item must conform to British Standards and be suitably tested e.g. by the provision of a valid portable electrical test (PAT) certificate. Failure to do so may result in the item being removed from the building.

Performers should not cross the stage when the house is open or go into any public areas in costume or makeup, unless this is part of the directed action.

The backstage areas will be closed and lights turned off when the production staff leave for the day. Front of house staff cannot allow you to go backstage if you have forgotten something.

### **Stage**

When on stage please follow any instructions given by in house staff, these instructions will be for your safety.

We do not allow any unsupervised children on stage or in back stage areas. If you bring children into the theatre you must accept responsibility for them and provide chaperones in accordance with child protection laws.

All corridors and stairways are to be kept clear at all times. In the under-stage area, a clear walkway of 1.5 metres width must be left at all times. In particular the area in front of the props storage shelves must be kept clear so as to maintain a clear exit at all times.

In the dressing rooms a clear path must be maintained from the stage through to the exit to the auditorium, this includes the area next to the green room which is sometimes used for storage and an overspill dressing area.

The fire doors Stage Left must be kept free of obstructions as they close automatically in the event of a fire. During performances and stage rehearsals, the exit from the back of the stage to the street must also be kept clear with the trap door fastened in the up position

Please do not wedge open any doors in the backstage area. The door from stage to the corridor adjacent to the public toilets must be kept closed at all times during public performances. Access to the back-stage areas without the permission of the duty manager is restricted to members of the performing company.

### **General**

Our Auditorium has been recently refurbished, please treat it with respect. We do not allow feet on seats or any furniture. If you need to run any cables in the auditorium, please seek assistance from our technicians.



No unauthorised persons should touch any technical equipment. If you need a task carried out or feel that something is wrong, please ask.

### **Sound and Lighting Control**

The control desk at the rear of the theatre contains expensive and delicate equipment, for that reason it is not permitted to have any food or drink on the control desk with the exception of liquid in anti-spill sports bottles or mugs. These drinks must be kept as far as possible from the equipment.

### **Video and recording**

We are happy for you to video or record your show providing you have the rights to do so (evidence of which must be provide to the trust) and you give us advance notice of any equipment you intend to bring in so space can be reserved for this. Your appointed video company or technician should contact our technicians to arrange power and feeds as required. If you fail to notify us in advance you may be refused permission to record.

Any costs incurred by The Carnegie will be recharged to the Visiting Producer & a fee may be applicable if the recorded work is for commercial purposes including CD/DVD or download Company or for broadcast purposes.

### **Animals**

We currently have a “no dogs” policy in public areas, unless they are registered assistance dogs. If you have animals as part of your production we must be notified at least two weeks prior to your visit, these animals must remain in the part of the building not accessible to members of the public.



**FIRE and EMERGENCY EVACUATION PROCEDURES**  
**Carnegie Theatre and Arts Centre**  
**Backstage Instructions – Theatre Performance**

All persons should follow the Emergency Evacuation Instructions written on Fire Action Notices located around the premises.

It is the responsibility of the Visiting Company to appoint sufficient persons to assist in the safe evacuation of all persons backstage in case of fire.

When the fire alarm sounds continuously:

- It will be the responsibility of all Employees and Carnegie Volunteers to vacate the building, encouraging customers and other persons to leave via the nearest exit. All persons will proceed to the designated Fire Assembly Points and remain there until told otherwise.
- It is the responsibility of the Visiting Company to vacate the backstage area, ensuring all their personnel are accounted for using the sign-in sheets.
- The Fire Assembly Point is located on the corner of Lismore Place and Warwick Place to the rear of the stage area.

**Management of Fire Procedures**

Fire and Emergency Evacuation will consist of a **Duty Manager, Staff and Stewards**. Each person will have general duties to perform as well as individual responsibilities depending on their specified location around the building.

The following personnel will be given access to a radio to ensure staff can maintain contact across the building and throughout an emergency.

1. Duty Manager
2. Bar Supervisor
3. Technician
4. Foyer/Exit D Steward
5. Balcony/Exit E Steward

If the alarm panel is activated (indicated by a continuous sounder) the building must immediately be evacuated. The Fire Brigade will be automatically called. The Duty Manager or Technician will bring up house lights, silence all audio systems and make an announcement from the front of the auditorium or over a microphone. This will be arranged prior to the performance through the most accessible method available in conjunction with the visiting company.

On activation of the alarm, backstage personnel and performers should evacuate by the nearest exit.

## **Backstage Exits**

Exit I – Rear of Stage

Exit 1I – Side Stage Stairs to Rear of Stage

Exit 1H – Side Stage Stairs to Theatre Toilet Exit (to be used only if Stage is inaccessible)

Exit 2H – To Balcony, down stairs and to Theatre Toilet Exit

***The Duty Manager will meet you in Warwick Place or communicate by radio from the liaison point with the Fire Brigade (front doors) and check all staff and volunteers are accounted for.***

***No one is to return into the building until permission is given by the Fire Brigade to the Duty Manager.***

## **Carnegie Theatre Trust Get-in / Get-out Procedures**

These procedures are designed to make sure that your visit to the Carnegie is safe and free from unexpected problems. They are in addition to the House Rules, a copy of which is supplied to all visiting companies.

### **Get-In Procedure:**

On your first use of the theatre, a member of staff will walk around the foyer, auditorium, stage and dressing room areas with you and check all equipment and facilities, any damage will be recorded. Especially, we would ask you to check all legs, borders, tabs and cloths for damage.

Prior to your hire, our technician will ensure that all bars and lighting are correctly positioned and in working order. Each flying bar is marked with the line set to which it belongs; if these are moved then they must be replaced in the correct position at the end of the hire.

A rigging plan for the flying lines is attached to these notes in Appendix 1.

The lighting rig will be set to a base rig on your arrival (unless agreed otherwise). If you make changes to this for your production, then the rig must be returned to its base rig at the end of your hire

A lighting plan for the rig is attached to these notes in Appendix 2

Once your show has been rigged, a technician appointed by the CTT will check that they are happy with the safety of all rigging. This must be done before any cast or members of the public are allowed on stage for rehearsals.

### **Stage Floor**

The stage floor will be painted black when you arrive, you are welcome to repaint the floor however it must be returned to its original colour at the end of the hire and any damage repaired

### **End of Hire**

At the end of the hire period please

- Return bars to their original position
- Rehang borders, legs and tabs in accordance with Appendix 1
- Return and reconnect all lighting fixtures to their original position and colour as per Appendix 2
- Return and reconnect all sound equipment in their original positions
- Remove all your own equipment and tools from backstage and control areas
- Remove all scenery and props from the theatre
- Return all CTT tools and equipment to their storage area
- Recoil and return all CTT cables to their original storage area
- Ensure all rubbish from stage and dressing room area is bagged and left for collection

At the end of the hire a CTT appointed representative will review the condition of all equipment and the condition of the stage, orchestra pit and dressing room areas. Any damage identified or additional cleaning needed may be recharged to the hiring company at the discretion of the Carnegie Theatre Trust



## Carnegie Theatre Trust

### Sign-off sheet for stage/theatre get-in & get-out

Name of Company: .....

Stage / Technical Manager: .....

Hire Dates: .....

Date of Get-In Inspection: .....

Defects Identified at Get-In:

We agree that the defects identified above were present prior to the user taking possession of the theatre. We have received a copy of the Carnegie's House Rules and agree to abide by these

Signed (for CTT) .....

Signed (for Hirer) .....

Date of Get-Out Inspection: .....

Defects Identified at Get-Out not recorded at get-in

We agree that the additional defects identified above were present at get-out

Signed (for CTT) .....

Signed (for Hirer) .....

## Appendix 1

The following applies to the 16 hemp sets provided

### Rigging Plan

Line 1	Not Used
Line 2	Not Used
Line 3	Not Used
Line 4	Not Used
Line 5	Star Cloth
Line 6	Legs
Line 7	Not Used
Line 8	Tabs
Line 9	Border
Line 10	Not Used
Line 11	Legs
Line 12	Border
Line 13	Tabs
Line 14	Not Used
Line 15	Border
Line 16	Legs
Line 17	Not Used

### Notes:

1. The On Stage edge of legs should be in alignment with the Proscenium Arch (see mark on bar)
2. The correct numbered bars must be attached to the appropriate line set.
3. The suspension points on each bar are marked with tape

## **Appendix 2**

### **Lighting Rig**

This document is currently in preparation, until such time as it is completed, the visiting company must ensure that lighting is re-rigged and working in the same configuration as when the theatre was handed over.

All lighting and sound equipment and cables must be returned to their storage areas and everything left in tidy situation.