

## **WARGRAVE THEATRE WORKSHOP GUIDELINES FOR PRODUCTIONS**

These Guidelines have been drawn up with the aim of covering all aspects of Theatre Workshop productions taking place in Wargrave and thereby providing a checklist to be used by all producers, either experienced or new to the role. The notes are divided into the various production roles for ease of identification but it should be stressed that all productions require close collaboration between all participants and so long as all the boxes are ticked there is no absolute necessity for a too rigid role regime. However it is the responsibility of the Producer of any show together with the WTW Committee to ensure that all Key Responsibilities are covered.

There are three printed copies of this manual, one to stay with the Chairman, one to remain at all times in the Green Room and a third to be in the hands of the current Producer and returned when not in use to the Green Room.

A further copy is stored electronically on my computer.

I am willing to supply copies of specific Key Responsibilities on request. Suggested alterations or additions can be added in pencil to the Producer's copy and should be drawn to my attention so that the Guidelines can be regularly updated.

I hope that these Guidelines will prove useful to everyone involved in our productions and may encourage more members to become involved.

Joy Haynes November 2007

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## **KEY RESPONSIBILITIES**

### **WTW Committee:**

- Book venues and publicise production dates to membership well in advance. The Woodclyffe Hall needs to be booked at least one year and preferably two years in advance. See notes re: booking terms and conditions.
- Invite directors and/or producers to submit proposals for productions for specific dates giving the following details – type of production i.e. Panto, Drama, Comedy, Musical, Junior, Wedge, Outdoor Festival.
- Consider the proposals and give go ahead for chosen production.
- Publicise Reading and Audition dates,(agreed with director/producer) well in advance in Newsletter.
- Determine ticket prices and number of performances.
- Arrange any agreed Charity Night performances.
- Ensure that Producer/Director is aware of all Health and /Safety requirements and procedures with regard to children taking part in production.
- Be pro-active in helping to recruit Production Team e.g. with large scale productions such as Pantomime where there is only a Director then he/she cannot be expected to recruit and supervise production team alone.
- Monitor the progress of the production and help with any problems that may arise.
- Facilitate, if required, a post production analysis to identify strengths and weaknesses.

### **ROLES OF DIRECTOR AND PRODUCER.**

These roles can be combined. In the case of fairly straight forward productions this is quite feasible if the person concerned is willing to take on both roles. However with large scale shows such as Pantos, Musicals and the Outdoor Festival Productions it is strongly recommended that there should be a Director and a Producer.

In Wargrave Theatre Workshop the initial proposal for a production has usually come from the director who then decides if he or she wants the help of a producer and takes steps to find someone with whom he/she can work. In this case it is recognized that the Director drives the production and it is in effect his/her 'baby'.. If the Producer makes the initial proposal then the reverse applies – he/she needs to find a Director.

It is essential that director and producer have a good working relationship and are clear about each others roles. Close collaboration on all aspects of the production is essential. Some of the areas of responsibility listed below are interchangeable but the Director and Producer have to ensure that everything is covered.

## **DIRECTOR**

- Check that chosen show is available for performance on specified dates.
- Order scripts or borrow from library. Making sure there are sufficient for cast, Stage Management, Lighting, Sound, Props, Prompt and Call Person.
- Notify committee of preferred dates for reading and auditions having consulted with musical director and choreographer as appropriate..
- Arrange meetings with Producer, Set Designer and Wardrobe Mistress to decide on style and specific requirements.
- Agree music, song and dance elements with choreographer and musical director.
- Conduct preliminary reading noting names of all in attendance.
- Choose and distribute audition pieces to those interested.
- Make clear to all interested the performance and rehearsal dates that they will need to attend.
- Conduct auditions with producer – use of casting panel is optional and director's decision is final as far as actors are concerned. Where singers and dancers are required then Musical director and choreographer must be present.
- Notify EVERYONE who has auditioned of their success or otherwise.
- Encourage those not successful with a part to become involved backstage.
- Apply for license and pass this to treasurer for payment.
- Check availability of rehearsal space and draw up rehearsal schedule.
- Distribute rehearsal schedules to all Cast and all Production Team
- Ask committee to book any extra time required for rehearsals in Woodclyffe Hall if required.
- Cut script as necessary and block moves.
- Conduct rehearsals.
- Agree lighting plot and sound effects with technicians at least one month before performance.
- Attend Technical Rehearsal to finalise and approve Lighting, Sound and Set

## **PRODUCER**

### **Responsibilities**

To attend/arrange meetings as required between Director and Set Designer, Stage Manager, Wardrobe Mistress.

To prepare the budget for the production by obtaining estimates of expenditure from director (scripts and license) Set Designer, Wardrobe Mistress and Publicity, Props, Lighting, Make-up, Sound.

To authorize all expenditure payments before they are passed to the Treasurer.

To ensure that the Stage Manager, Lighting and Sound Technicians and Props Manager have copies of the script with up to date cuts and amendments.

To gather a Production Team as detailed below.

Make regular checks that all the areas listed below are on schedule and to provide assistance where necessary.

To arrange dates and book WH for set painting and set building in collaboration with painters and builders.

To arrange date and attend Technical Rehearsal.

To make sure that all costumes are returned to the Wardrobe within one week of the production end and that no items relating to the production are left in the Green Room after this time.

### **GIFTS**

The workshop will allocate from funds for each production up to £50 for gifts and up to £100 for a cast party

The producer is responsible for gathering together a Production Team as follows:-

- Director (depending on notes above)
- Set Designer
- Stage Manager
- Set Construction Manager
- Wardrobe Mistress
- Musical Director (if required)
- Choreographer (if required)
- Properties Manager
- Make sure that all above have copies or access to Scripts with any cuts.
- Make-up Artist
- Lighting Technician /Designer
- Sound Technician
- Special Effects (if required)
- Notify Wokingham District Council of details of children aged 16 and under taking part in performance.
- Chaperone Manager (if children involved in production)
- Prompt - -if required
- Call person – if required
- Front of House Manager
- Bar Manager
- Publicity

cont.....

- Submit programme details to PR person or whoever is producing programme and check draft copy before it is finally printed.
- Appoint person to supply milk, coffee, tea and refreshments for cast and crews during Dress Rehearsals and Set Construction /Painting .

Each of the above is in turn responsible for assembling a team or sufficient help to carry out their functions as defined below

## **SET DESIGNER, SET CONSTRUCTION MANAGER, STAGE MANAGER**

These three key roles are often performed by the same person, however due to the high work load they should ideally be split, in which case close collaboration is necessary, with each other, the Producer and the Director.

### **SET DESIGNER**

- Read script.
- Meet with Producer/Director before rehearsals begin to discuss requirements and style of production and to discuss budget.
- Produce broad design, preferably with sketches.
- Meet with Producer/Director and Wardrobe Mistress to discuss colour schemes.
- Meet with Set construction manager and team and painters to explain requirements and to pool ideas.
- With set construction team and painters estimate materials required and costs.
- Agree with Producer dates for painting any back cloths and supervise painters.
- Attend rehearsals when whole acts are being run through to see if any changes in set design are needed / or to point out to director any potential difficulties.
- Be around during set construction to check that design is being followed.
- Supervise painting of set pieces.
- Ensure that any props, furniture and/or furnishings etc. are of the correct period.
- Meet with Lighting Technician/Designer to discuss needs/opportunities for lighting effects.
- Attend final Dress Rehearsal/s/Technical to check design.

### **SET CONSTRUCTION MANAGER**

- Meet with Set Designer to assess requirements.
- Draw up plans as necessary
- Assemble team of carpenters
- Arrange meeting of team to acquire existing set pieces from the Barn for painting/revamping etc.
- Arrange transportation and storage during construction.
- Arrange sourcing of any required additional paint/wood etc. within agreed budget.
- Plan work schedule, agreeing dates with Producer when Woodclyffe Hall or other venue is to be booked for set building. Producer responsible for booking venues
- Ensure that all constructions are ready in time for painting to be completed before the first dress rehearsal.

### STAGE MANAGER

- Read Script.
- Attend meeting with Set Designer and Set Construction Manager
- Attend as many rehearsals as possible but especially when Acts are being run through to be aware of potential problems.
- Assess and recruit number of stage hands required and when /if and how actors can be used.
- Be aware of set pieces to be moved on and off stage. Stage Left and Stage Right.
- Acquire, in consultation with the Set Designer, any furniture/ furnishings needed. NB Furniture and bulky items are not usually provided by Props.
- Be aware of the needs of the Special Effects operator.
- Draw up detailed schedule for stage hands – one for SL and one for SR
- Have team of stage hands in attendance to 'rehearse at the final Dress Rehearsals.
- Arrange for storage and access of set pieces off stage.
- Supply torches as required.
- Arrange and use communication system with lighting and sound technicians.
- Liaise with Producer/Front of House Manager for the seats to be cleared from the rear of the stage prior to the Dress Rehearsal to make space for set and props.
  
- Conduct **Technical Rehearsal** and agree the following with the director.
- Positioning set and marking stage for each scene.
- Checking lighting for each scene
- Checking sound (including levels) for each scene

The Stage manager is also responsible for:-

- Directing and rehearsing the Stage Hands- where there is a large cast it is recommended that, where possible, cast members are used as stage hands.
- From final Dress Rehearsal the Stage Manager is responsible for all aspects of the production including supervising movement of actors on and off stage, opening and closing the show and for leaving the production venue in a tidy, safe and secure state ready for the next performance.
- During performances check throughout that each scene is correctly set and changed that nothing has been left on stage from previous scenes
- At the end of each performance liaise with producer regarding any faulty or damaged equipment and arrange repair/replacement as necessary.
- At end of production manage the removal/disposal/storage/transport of all stage equipment and set.
- Be responsible for leaving the Hall or production site in a condition acceptable to the relevant Management Committees.

## **LIGHTING TECHNICIAN**

- Obtain and read script (the producer is responsible for making sure that cuts and up to date amendments are included).
- Meet with Director and Set Designer to agree specific lighting requirements.
- Assess need for additional equipment and /or re-stocking of standard resources and agree budget with producer.
- Agree with Producer availability of Hall/Site for rigging and setting lighting.
- Be responsible for all aspects of electrical safety and compliance with local authority guidelines for use of equipment.
- Be responsible for sourcing all necessary lighting equipment and replacements both before and during production run.
- Be responsible for all electrical equipment being used on stage as part of the performance.
- Attend final rehearsals when play is being run through
- Attend Dress Rehearsals and Technical Rehearsal to rehearse all lighting effects.

## **SOUND TECHNICIAN**

- Obtain and read script (the producer is responsible for making sure that cuts and up to date amendments are included).
- Meet with Director and Musical Director to agree recorded music requirements
- Agree with Director timing of musical interludes
- Agree with Director Sound effect requirements and source them.
- Attend appropriate rehearsals agreed with Director to allow sound effects to be rehearsed with cast.
- Be responsible for installation of sound equipment before first Dress Rehearsal
- Be responsible for maintenance of all equipment used with awareness of health and safety requirements.
- Attend all Dress Rehearsals and Technical Rehearsals to rehearse sound effects and music and to establish amplification levels.
- Act as Primary Liaison Point between Stage manager and Audience with respect to initiating start of performances.
- Be responsible for all audience announcements during performance.

## WARDROBE MISTRESS

- Obtain and read script (the producer is responsible for making sure that cuts and up to date amendments are included).
- Ideally this role requires two people due to the physical demands
- Early meeting with director, producer and set designer(colours, themes etc)
- Detailed meeting with director to work out character needs and costume changes.
- Fill in pro forma costume forms which list each character's needs – head to toe and from where they will be sourced. E.g WTW wardrobe, new make or hire.
- Liaise with Director to allow time to measure and fit costumes'.
- Attend rehearsals as necessary to be aware of costume changes and any potential difficulties with costume design and action of actors
- Director to work out costume changes for each scene/ act and have feasible "quick changes" (exemplar – "The Visit")
- Estimate potential total costs and agree budget with producer
- Identify possible costumes from stock.
- If to be made, first utilise appropriate material and haberdashery from store
- Use local hirers before extending search
- Extract actors measurement from Wardrobe file, and where needed, measure new members
- Visit costume hirers and use digital camera to record possible hirings, also use at costume fittings as reference
- Volunteers ("Sewing Bee") to be allocated alterations, new costumes etc
- Collect and label costumes on rail(s) in the Green Room
- Collect hired costumes following director's approval and return
- Keep record of hired items and label to ensure safe return
- Payments countersigned by the director/ Producer, Wardrobe Mistress must be made aware of any other proposed expenditure in order to keep a tight budget
- Stage movement to be feasible in the proposed costumes. Actors to rehearse in shoes, clothes shapes and padding which matches the costume they will be wearing
- Agree with props about who is sourcing which accessories (inevitably a "grey area")
- Set up changing areas; segregate male/ female; adults; Wedge; Junior.
- Tidy changing room after each rehearsal/ performance. If necessary wash shirts etc between performances
- Collect helpers for retrieving, washing and returning costumes at end of production.
- Return costumes to hirers (remove any alterations), return stock to Wardrobe etc
- Write comments for post production "post-mortem"

## **PROPERTIES MANAGER**

Props include all personal props that actors need to have in their hands or on their person e.g. wallets, money, notebooks and anything they need to use or bring on to the stage, e.g. kitchen or dining utensils, bed linen etc.

- Read script and identify obvious props required.
- Discuss with Set Designer any specific style requirements
- Meet with producer to ascertain budget.
- Enlist help if needed to assemble or make everything required and as much as possible for use in rehearsals once actors have books down.
- Have everything ready for Dress Rehearsal and make sure that actors are aware of where their props can be found. It is sometimes necessary to check that actors have props before going on stage.
- Enlist help of at least one assistant.
- Draw up schedule showing when props have to be taken on and off stage and who is doing what.
- Attend Technical Rehearsal and all Dress Rehearsals

## **MAKE-UP MANAGER**

- Discuss with Director if any special requirements needed.
- Enlist help and draw up rota as necessary.
- Check make-up stock, which is stored in WTW kitchen cupboard in the Woodclyffe Hall and order anything required in good time before first Dress Rehearsal.
- Make-up cast at first Dress Rehearsal and also second if director requires this.
- Advise cast of time that they are required for make-up prior to dress rehearsal and performances – usually at least one hour before curtain up.

## **CHAPERONE MANAGER**

- Must be a licensed chaperone and aware of the terms of the license .and all regulations with regard to children in performance. \*\*
- In accordance with the license recruit the correct number of other licensed chaperones to be in attendance for dress rehearsals and performances.
- Draw up rota.
- Ensure that all children are signed in and out.

\*\*see Appendix viii)

## FRONT OF HOUSE MANAGER

- Arrange for collection of unsold tickets and the record of sales to be collected from box office (currently Simmons & Lawrence/Parkers)
- Recruit help as necessary for each performance i.e. minimum – 3 persons – one to take/sell tickets on door, two to sell programmes and show people to seats..
- Be familiar with seating plan
- Liaise with Producer/Stage manager for the seats to be cleared from the rear of the stage prior to the Dress Rehearsal to make space for set and props.
- Put out seats prior to first performance. Check distances of aisles etc. shown on plan.
- Number seat rows in accordance with seating plan.\*
- Close all curtains in the Hall to prevent light seepage from outside. Use plastic blackout (kept on top of cupboard in Green Room and to be returned there) for long window at side of balcony and for windows SR and SL near backstage steps.
- Make sure that helpers are aware of their responsibilities, as shown below.
- Obtain float from Treasurer for sale of programmes.
- Arrange with producer help for clearing seats from the hall at end of production remembering to remove to safe keeping the Seat Numbers.  
\*see appendix 5

### Front of House Staff

**Please arrive** at Hall 10 minutes before doors open. i.e 7.20pm for 8pm performance, 12.20 pm for 1pm, 1.20pm for 2pm, 1.50 pm for 2.30 and 3.20 pm for 4.00 pm performances.

- **At least one person** and preferably two should remain throughout the performance in case of any emergency. Be aware of fire exits and fire extinguishers in case they are needed. .
- **In order to comply with the terms of our Theatre Licence please note the following.**

‘All gangways, passageways and stairways must be kept entirely free from chairs or any other obstruction’

‘Standing by the public is strictly prohibited in the auditorium’

‘The public may leave at the end of the performance by all exits and entrances’

- **At end of performance** make sure hall is swept and chairs are in order for next performance.
- **At end of production run liaison with Stage Manager for seats to be returned and correctly stacked to rear of stage.**

## **BAR MANAGER**

Ensure licence applied for within 2 months of event (see procedure in Appendix 2)

Woodclyffe Hall – notify Parish Office in writing and obtain confirmation – Stephen Hedges/Sue Lawrence (office in Pavilion on Rec) Telephone 9406084

Village Green – apply to Licensing at Wokingham District Council for Temporary Event Notice

2 copies of TEN to WDC

1 copy to Police at

Take paper licence evidence to Hall during event and display in case of inspection. Responsible person must be present and nominated..

## **ORGANISATION & QUANTITIES**

- Book glasses from supermarket at least 2 months ahead of event, earlier if likely to clash with other events such as local regattas and other busy times. (Summer & Xmas)
- Recruit Bar staff and ensure they can stay to wash up glasses. 2 staff to man the bar and one additionally to assist in washing up. 1 member should always be present to safeguard cash and alcohol. Always bear in mind there is the potential for a visit from the Licensing Authority or Police who have the power of immediate closure and banning of WTW from selling alcohol in the future. This may extend to the Parish Council as WTW operate under the Personal Licence of a member of the Parish Council.
- ALWAYS have more drink than you need as tastes change with the type of event, different audience profile, intervals, table or rows layout and temperature.
- Order beer in polypins (36 pints) and ensure these are used as they will not keep.
- Order additional beer in bottles to avoid wastage SOR.
- Generally do not offer lager as this complicates beer quantity calculation.
- White and red wine sell by the glass and bottle
- Soft drinks sell in ½ pint plastic tumblers at 50p
  - Diet Coke
  - Lemonade – also for shandy
  - Orange Juice
  - Still and sparkling water

## **AIDE MEMOIRE**

- Price lists – price to ensure ease of change £1 and 50p
- Sellotape to display price lists
- Cash float and cash tin
- Black bags

- Bin to act as cooler – collect ice from The Bull
- Small bin to collect ice from Bull
- Black sacks
- Can opener & bottle openers

Tea towels – always need more than expected

Dishcloth

### **After event**

Return glasses and excess alcohol on sale or return

Account for stock used and calculate cost of sales

Count takings, deduct float and strike profit figure, profit % s/b between 40% - 54%.

Pay suppliers

Cheque to Treasurer with profit statement

**Remember moving large quantities of drink and glasses is hard work and help is always necessary.**

## **PUBLIC RELATIONS/PUBLICITY**

- **Box office**

1. Arrange for priority order booking forms to be sent out to membership, usually via newsletter with cut off date prior to date of sale to general public.
2. Arrange for these orders to be collated and distributed
3. Currently Simmons & Lawrence operate our Box Office and as courtesy this is re-confirmed with them shortly before tickets for any production are due to go on sale.
4. Arrange for printing of tickets to be ready at least six weeks before production date – for Pantos and Festival productions this needs to be much earlier. Check these dates with producer.
5. Information on tickets must include the following

Wargrave Theatre Workshop  
Presents  
Name of production  
Day, Date, Year, Time  
Venue and location  
Ticket price (inc concessions)\*  
Bar\*

\*if applicable

6. Make sure different colour ticket is used for each performance date and time.
7. If seating is to be numbered then check with seating plan and show seat number on front of ticket.
8. Arrange delivery of tickets, seating plans, customer details forms and float to Simmons & Lawrence.

- **Posters**

1. These must contain same information as tickets plus the name of the Playwright and usually the name of the Producer and/or Director.
2. The poster design is agreed with the producer/director and with whoever is designing it (currently Lisa Henderson)
3. Usually about 12 A4 posters and 4/6 A3 are printed initially and laminated using the laminator kept in the Green Room.
4. Posters are displayed around the village on notice boards and some shops including Crazies hill. Encourage members of cast and production team to also display posters.

- **Press**

1. Submit editorial to Wargrave News at least one month before the month of the production.
2. Submit editorial and photos to Henley Standard, Twyford (Maidenhead) Advertiser three weeks prior to production date.

3. Arrange for flier or advertisement to be included in Wargrave News if budget allows.
  4. Invite reporters from Henley Standard and Maidenhead Advertiser to attend performance if agreed with producer/director.
- **Photographs**
    1. Arrange with director and wardrobe mistress for suitable time for press photos to be taken, at least three weeks prior to production. Sometimes the press will send their own photographer but it is often easier to do it ourselves and email photos to them. Tim Hodges will often take photos but anyone with a digital camera can do so.
    2. Make up picture board to be displayed at Simmons & Lawrence either using photos from above or other more recent ones.
    3. Arrange for someone (Tim or Judi) to take photos during performance at final Dress Rehearsal.
    4. Make a selection of prints for archives.
  - **Other Publicity Opportunities**
    1. Radio 210
    2. Distribution of fliers outside Waitrose in Henley and Twyford with prior arrangement with relevant managements.
  - **Programme**
    1. Programme details are the responsibility of the producer.
    2. Ensure that details are processed in good time for the programme to be ready in time for the first night.  
Ensure that all relevant information, including health and safety restrictions, is included.
  - **Theatre Crit.**
    1. If any crits are received then send to Wargrave News and Henley Standard.

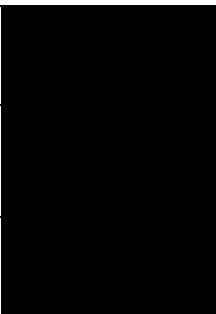
**OUTDOOR PRODUCTIONS**  
**In progress**

**Name of Production – Date and Time**

610 mm between Stage & seating  
between right & left gangways

1220 mm between centre aisle      700 mm

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>31</b>	<b>32</b>	<b>33</b>	<b>34</b>
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<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>		
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>		
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<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>	<b>40</b>
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<b>55</b>	<b>56</b>	<b>57</b>	<b>58</b>	<b>59</b>	<b>60</b>
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<b>85</b>	<b>86</b>	<b>87</b>	<b>88</b>	<b>89</b>	<b>90</b>
<b>95</b>	<b>96</b>	<b>97</b>	<b>98</b>	<b>99</b>	<b>100</b>

**BAR**

***BALCONY***

Steps


			<b><i>LIGHT &amp; SOUND</i></b>			

**STAGE**

610mm between stage and seating

1220mm between centre aisle

700mm between right and left gangways

1	2	3	4
11	12	13	14
21	22	23	24
31	32	33	34
41	42	43	44
51	52	53	54
61	62	63	64
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101	102	103	104

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95	96	97	98	99	100
105	106	107	108	109	110
115	116	117	118	119	120
125	126	127	128	129	130

**BAR**

**STEPS**

132	133	134
142	143	144

135	136	137	138	139	140	141
145	146	147	148	149	150	151

**LIGHT & SOUND**

## Woodclyffe Hall – Internal Booking Checklist

Name of Hirer .....

Address .....

.....

Tel. No: .....

Date of Hire ..... Time of Hire: *from* ..... *to* .....

Type of hire/event .....

	Item	<input checked="" type="checkbox"/>
1	Terms and Conditions supplied	
	<i>items to draw attention to:</i>	
	a) Clean and tidy premises on completion (& location of key for bin)	
	b) Tables and chairs restacked according to the instructions	
	c) <b>No smoking policy</b>	
	c) No naked flames policy	
	d) Copies of Terms and Conditions on notice boards	
	e) Compliance with PAT certification for hirer's own equipment	
2	Health and Safety tour completed	
3	Cleaning requirements to Caretaker	
4	Booking form completed	
5	Hirer's Checklist provided to hirer	
6	Keys and Hirer's Checklist returned	
7	All documentation completed prior to closure of booking	

Notes (e.g. own insurance, additions for invoice, etc.)

# WARGRAVE PARISH COUNCIL

## Terms and Conditions for the Hire of the Woodclyffe Hall

### *CHARGES AND DEPOSITS*

1. The Hirer shall pay 50% of the hire charge when booking the hall, which is non-refundable, the remaining 50% to be paid prior to/when collecting the hall keys.
2. The Hirer shall pay a refundable deposit, as detailed below, prior to/when collecting the hall keys, in addition to the hire charge.
  - a) For 18<sup>th</sup> to 21<sup>st</sup> Birthday parties and public ticket type events a refundable deposit of £250 is required.
  - b) For all other hires a refundable deposit of £100 is required.
3. A 10% discount is available on all hire charges where the Hirer has their own Public Liability Insurance (minimum cover £3 million). A copy of the certificate will be required to obtain the discount.

### *HIRER'S RESPONSIBILITIES*

4. The hirer shall be responsible for:
  - a) The orderly conduct of persons using the hall. **Excessive noise** which could cause disturbance or annoyance to adjacent residents, must not be allowed. Particular note of this condition must be made when amplification equipment is used.

The following conditions must always be met:

- i) All music to cease by 11.30 p.m.
- ii) The hall to be vacated by 12 midnight.
- iii) **The driveway alongside the hall provides access to the Gladdy House, including emergency vehicles and must be kept clear at all times, except for loading and unloading.**
- b) Leaving the premises in a **clean and tidy state**, including the kitchen and toilets, to the satisfaction of the Parish Council.
- c) Ensuring that all tables, chairs, etc. are returned to their original locations.
- d) The disposal of all litter (*a large waste wheelie bin is provided outside for the disposal of NON FOOD litter – the key is located on the kitchen noticeboard. This bin must be locked after use*).

The deposit will be returned when the Parish Council is satisfied that no damage has been caused and that the premises, inside and outside, have been left clean and hirer's checklist completed and returned along with the keys.

5. The Hirer must ensure that all doors intended as a means of emergency exit are unlocked and readily operable from inside the premises. All gangways, lobbies and passages giving access to exit doors must be completely free of obstruction at all times.
6. The Hirer is responsible for the adherence to the strict **No Smoking** policy of the hall.
7. The hirer shall ensure that all lights have been switched off and all doors are locked on vacating the premises. An additional charge of £4.00 for any lights left on after the premises have been vacated will be payable by the Hirer. *(This will be checked by staff.)*
8. The Hirer will return the keys in accordance with the agreement made at the time of booking.

#### *LICENSING REQUIREMENTS*

9. The Hirer's attention is drawn to the following restrictions/obligations:
  - a) For events involving the playing of music, the maximum number of people attending must not exceed **120**.
  - b) For all theatrical performances, public dancing, singing or musical events compliance with the relevant terms, conditions and restrictions of the Licenses is required. *(Copies of the Licenses are displayed in the hall.)*
  - c) All electrical equipment brought onto the premises must have a current **Portable Appliance Test certificate**.
  - d) No alcohol may be sold without the express permission of the Parish Council and adherence to the following Alcohol Licensing Conditions is a pre-requisite:
    - i) Completion and submission of the Alcohol Licence Request Form (attached to this booking pack)
    - ii) No alcohol sales to take place after 11.00 p.m.
    - iii) No-one under the age of 18 is permitted to consume alcohol on the premises.
    - iv) No sale of alcohol to anyone under the age of 18.

- v) A person must be appointed to supervise all sales of alcohol. This person will be known as the Nominated Supervisor and must be a Personal Licence Holder. Details of the Personal Licence must be submitted to the Parish Council for approval.
- vi) The approved Nominated Supervisor is responsible for the adherence of all applicable legislation relating to the sale of alcohol.
- vii) It is understood that details of the event may be submitted to the Licensing Authority and/or Police who may impose conditions which must be adhered to in addition to these.
- viii) Other conditions relating to the sale of alcohol may be imposed as required by the Parish Council, full details of which will be supplied in advance of the booking.
- ix) The Parish Council reserves the right, without prejudice, to withhold permission to allow the sale of alcohol.

*‘PRIVATE PARTIES’*

10. The Hirer will ensure compliance with the following regulations if the hall is to be used for a ‘private party’:
- a) Admission must be ticket or written invitation only.
  - b) No alcohol must be served to, or consumed, or brought in by, anyone under the age of 18.
  - c) For teenage parties, **one adult (over the age of 30) for every ten teenagers** must be present in the hall **at all times**.

*PERSONAL POSSESSIONS*

11. The Parish Council accepts no responsibility for the loss of, or damage to, personal property.

## Alcohol Licence Request Form

Function details

Date : .....

Time : .....

Type : .....

Details of Nominated Supervisor

Name : .....

Address : .....

Telephone No : .....

Email address : .....

Personal Licence  
Number : .....

Issuing Licensing  
Authority : .....

**DECLARATION**

I, being the person named above, agree to act as the Nominated Supervisor for the function detailed above. I agree to abide by the conditions of hire and will be responsible for adhering to all applicable licensing legislation and supervision of all alcohol sales for the duration of the function.

Signed ..... Date .....

<b>FOR OFFICE USE ONLY</b>			
Checked:		Council Referral:	Decision: <b>GRANTED / DECLINED</b>
Authorised by _____ Date: _____			
<b>Notifications (and date)</b>			
Police		Licensing Authority	

**Conditions:**

**NB other appendices are not available electronically – photocopies only**

Ms Joanne Booth  
Child Employment Officer  
Wokingham District Council  
Education & Cultural Services Department  
Education Welfare Service  
PO Box 156  
Shute End  
Wokingham  
Berkshire  
RG40 1WN

Dear Ms Booth,

It has come to our attention that we need to apply the conditions under the Young Persons Act 1963 and due to the late inclusion of children into the performances I submit the required information. It is our intention to ensure we comply with the conditions imposed and trust the information provided here demonstrates our willingness to make sure the conditions are applied during performances.

To make sure we comply I shall take each condition in turn:

1) You are already aware of the performances for the Wargrave Pantomime but for the sake of completeness are included below

Wednesday 19 <sup>th</sup> January 2005	7.30pm – 10.00pm
Thursday 20 <sup>th</sup> January 2005	7.30pm – 10.00pm
Friday 21 <sup>st</sup> January 2005	7.30pm – 10.00pm
Saturday 22 <sup>nd</sup> January 2005	2.00pm – 4.00pm 4.30pm – 6.30pm 8.00pm – 10.30pm
Sunday	2.00pm – 4.00pm

We understand there is a requirement to list the children appearing in each performance and trust this can be provided nearer the time when we know the final format.

- 2) A list of children taking part is attached.
- 3) Chaperones will be available in accordance with the regulations.
- 4) No payment will be made to any child performing.
- 5) We understand the regulations and shall ensure children will not perform outside the hours permitted and will leave the Theatre at the appropriate time. It is envisaged that the children will only be performing a short dance routine during the pantomime so there will be no need for them to remain at the Hall for the whole duration of the performance.
- 6) There are no performances or rehearsals during school hours.

- 7) We shall endeavour to limit the number of child performers for each performance to no more than 8 children.

I trust this information is sufficient for us to comply with the provisions of our licence.

Yours sincerely

Stephen Farrow  
Chairman  
On behalf of Wargrave Theatre Workshop Committee

Ms Joanne Booth  
Child Employment Officer  
Wokingham District Council  
Education & Cultural Services Department  
Education Welfare Service  
PO Box 156  
Shute End  
Wokingham  
Berkshire  
RG40 1WN

Dear Ms Booth,

**Pantomime Production 19<sup>th</sup> - 23<sup>rd</sup> January 2005**

I refer to our telephone conversation on Friday 7<sup>th</sup> January 2005 and enclose the details as agreed.

Evening performances will take place Wednesday through to Saturday 8.00pm – 10.00pm and matinees on Saturday 1.00-3.00pm, 4.00 – 6pm and Sunday 2.30 – 4.30pm.

We understand there is a requirement to list the children appearing in each performance and a list of children taking part is attached including name, date of birth, address and school.

The children will only be taking part in a short dance routine, will arrive dressed and be collected at the interval. I understand the oldest child has a more substantial role in the panto. I also attach a copy of the register we aim to keep.

I trust this information is sufficient for us to comply with the Council but please let me know if you require further information.

Yours sincerely

Stephen Farrow  
Chairman  
On behalf of Wargrave Theatre Workshop Committee

Ms Joanne Booth  
Child Employment Officer  
Wokingham District Council  
Education & Cultural Services Department  
Education Welfare Service  
PO Box 156  
Shute End  
Wokingham  
Berkshire  
RG40 1WN

Dear Ms Booth,

**Outdoor Production 9th- 11<sup>th</sup> June 2005**

I refer to the above production and inform you that we have one child performing whose details are below.

We are well aware of our obligations under the Regulations and have been liaising with the Council over the Theatre Licence. I submit details of the child below:

Name	Rachel Perry
Address	15 McCrae's Walk Wargrave RG10 8LN
Date of Birth	14.06.05
School	Ranelagh School
Contact telephone	0118 940 3017

I trust this information is sufficient for us to comply with the Council but please let me know if you require further information.

Yours sincerely

Stephen Farrow  
Chairman  
On behalf of Wargrave Theatre Workshop Committee