



Frazer Theatre  
Hire  
Information  
Pack

## Frazer Theatre Hire Information Pack



Thank you for showing an interest in hiring the Frazer Theatre.

The Frazer Theatre is a theatre based in Knaresborough which is owned and run by The Knaresborough Players Ltd.

The Frazer Theatre Main Auditorium has a stage and fixed seating (127 seats + space for 3 wheelchairs) and is available for hire to both professional and amateur organisations, as well as for private functions, at very competitive rate.

The Frazer Theatre Community Room is upstairs in the recently built extension wing of the complex, above the bar and kitchen. The Community Room can be hired separately, and can accommodate up to 50 people (seated) for private functions or smaller performance events.

A Licensed Bar will normally be run by The Knaresborough Players to support all events in the theatre auditorium with proceeds going towards the upkeep of the theatre.

Kitchen facilities are available for use with your hire, if required. The kitchen includes a cooker and hob, hot water boiler, kettle, sink and dishwasher. Hirers should provide their own consumables and, as per the hire agreement, leave the kitchen in a clean and tidy state.

Hiring the Theatre costs £30 (£20 for registered charities) per hour or part thereof. A £50 non-refundable deposit is required with booking.

Hiring the Community Room costs £15 (£10 for registered charities) per hour or part thereof. A £15 non-refundable deposit is required with booking.

Enclosed in the pack are:

- [Frazer Theatre Auditorium Hire Form](#)
- [Frazer Theatre Community Room Hire Form](#)
- [Publicity and Tickets Details Form](#)
- [Health and Safety Guidelines](#)

If you would like to hire the theatre please read the [Terms and Conditions of Hire](#) and [Health and Safety Guidelines](#) then complete the relevant hire form and [Publicity and Tickets Information Form](#) (if applicable) and send these along with a cheque for your deposit to:

Theatre Hire Manager  
The Frazer Theatre  
High Street (behind Tesco)  
Knaresborough  
HG5 0EQ

You can also complete this form electronically and e-mail to [enquiries@fraziertheatre.co.uk](mailto:enquiries@fraziertheatre.co.uk).

If you would like to pay by bank transfer please contact us and we will provide our bank details.

Bookings are not confirmed until we receive the completed forms and your deposit.

If you have any questions please e-mail [enquiries@fraziertheatre.co.uk](mailto:enquiries@fraziertheatre.co.uk).



## Frazer Theatre Auditorium Hire Form

### 1. Hirer Details

Name of Hirer (Group or Individual) \_\_\_\_\_

Address (Street and Town) \_\_\_\_\_

Postcode \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Charity Number (If claiming charity rates) \_\_\_\_\_

### 2. Details of Hire

Please provide details of the dates and times you would like to hire the theatre including time for set up and clearing away.

Date	Performance, Set up or Rehearsal?	Building Access Time	Building Exit Time	Show Start Time (If performance)	Show Finish Time (If performance)

Please continue on separate sheet if required.

### 3. Technical Requirements and Staff

We understand that each show is unique and the technical needs will vary. **If you require use of any of our technical equipment for your hire please contact our Tech Manager to discuss your technical needs by e-mailing [tech.services@frazertheatre.co.uk](mailto:tech.services@frazertheatre.co.uk) before returning this form and they will then be able to advise you what we are able to assist with and provide you with a quotation for your technical needs.**

Please include details of:

- Date(s) of Hire
- Time of Hire
- Overview of type of show (ie. music, dance, spoken word, drama etc)
- Overview of tech requirements

Once you have agreed a price with our Tech Manager please insert the price below. We will review this price if your requirements change.

Agreed price for tech services and staff £ \_\_\_\_\_

## 4. Bar

If you would like a licensed bar for your event, this will need to be provided by the Knaresborough Players with all proceeds going towards the upkeep of the theatre. Hirer's are not permitted to sell alcoholic drinks themselves (see the [Terms and Conditions of Hire](#) for further details)

Would you like the Frazer Theatre to provide a licensed bar for your event? Yes / No

Would you like to run your own bar selling non-alcoholic beverages only? Yes / No

## 5. Publicity and Tickets

Would you like your event to appear on the Frazer Theatre website and in any other What's on Publicity we produce? Yes / No

Would you like the Frazer Theatre to sell tickets for your event through our Online Box Office? (See the [Terms and Conditions of Hire](#) for further details) Yes / No

If you answered Yes to either of these questions, please complete the separate Publicity and Tickets Details Form and return it with your completed hire form or e-mail the information directly to [publicity@frazertheatre.co.uk](mailto:publicity@frazertheatre.co.uk).

## 6. The Hire Agreement

- A *non-refundable* deposit of £50 is payable with return of this form to confirm your hire. **NB.** Your hire is not considered 'Confirmed' until both the non-refundable deposit and this form have been returned.
- Once your deposit and completed form have been received, you will be sent Confirmation by email to the email address you provide above. If you have no email address, the Confirmation will be posted to the address you supplied.
- If you wish to cancel your hire, you must do so *in writing* at least seven days prior to the commencement of your hire.
- If you cancel your hire within seven days prior to the commencement of your hire, you *may be liable* for the full hire amount.
- Should The Frazer Theatre cancel at any time prior to the commencement of hire you *will* be refunded your deposit.
- Cheques should be made payable to 'The Knaresborough Players Ltd'.

### Declaration of Hirer

- i) I declare that the details given are correct.
- ii) I declare that I have read and agree to the [Terms & Conditions for Hire](#)
- iii) I declare that I have read and agree to abide by the [Health & Safety Policy](#) for the Frazer Theatre.
- iv) I understand that I am fully responsible for compliance with all aspects of the Terms & Conditions of hire and the Health & Safety Policy.

Authorised Signature \_\_\_\_\_ Full Name \_\_\_\_\_

Organisation \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed Theatre Hire Form, non-refundable deposit of £50 and the completed Publicity and Tickets Details form (if applicable) to:

Theatre Hire Manager  
The Frazer Theatre  
High Street (behind Tesco)  
Knaresborough  
HG5 0EQ



## Frazer Theatre Community Room Hire Form

### 1. Hirer Details

Name of Hirer (Group or Individual) \_\_\_\_\_

Address (Street and Town) \_\_\_\_\_

Postcode \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Charity Number (If claiming charity rates) \_\_\_\_\_

### 2. Details of Hire

Please provide details of the dates and times you would like to hire the theatre including time for set up and clearing away.

Date	Event type (eg. Education, Meeting, Rehearsal, Children's Party, Show/Concert)	Building Access Time	Building Exit Time	Show Start Time (If performance)	Show Finish Time (If performance)

Please continue on separate sheet if required.

### 3. Technical Requirements and Staff

We understand that each show is unique and the technical needs will vary. **If you require use of any of our technical equipment for your hire please contact our Tech Manager to discuss your technical needs by e-mailing [tech.services@frazertheatre.co.uk](mailto:tech.services@frazertheatre.co.uk) before returning this form and they will then be able to advise you what we are able to assist with and provide you with a quotation for your technical needs.**

Please include details of:

- Date(s) of Hire
- Time of Hire
- Overview of type of show (ie. music, dance, spoken word, drama etc)
- Overview of tech requirements

Once you have agreed a price with our Tech Manager please insert the price below. We will review this price if your requirements change.

Agreed price for tech services and staff £ \_\_\_\_\_

## 4. Bar

If you would like a licensed bar for your event, this will need to be provided by the Knaresborough Players with all proceeds going towards the upkeep of the theatre. Hirer's are not permitted to sell alcoholic drinks themselves (see the [Terms and Conditions of Hire](#) for further details)

Would you like the Frazer Theatre to provide a licensed bar for your event? Yes / No

Would you like to run your own bar selling non-alcoholic beverages only? Yes / No

## 5. Publicity and Tickets

Would you like your event to appear on the Frazer Theatre website and in any other What's on Publicity we produce? Yes / No

Would you like the Frazer Theatre to sell tickets for your event through our Online Box Office? (See the [Terms and Conditions of Hire](#) for further details) Yes / No

If you answered Yes to either of these questions, please complete the separate Publicity and Tickets Details Form and return it with your completed hire form or e-mail the information directly to [publicity@frazertheatre.co.uk](mailto:publicity@frazertheatre.co.uk).

## 6. The Hire Agreement

- A *non-refundable* deposit of £15 is payable with return of this form to confirm your hire. **NB.** Your hire is not considered 'Confirmed' until both the non-refundable deposit and this form have been returned.
- Once your deposit and completed form have been received, you will be sent Confirmation by email to the email address you provide above. If you have no email address, the Confirmation will be posted to the address you supplied.
- If you wish to cancel your hire, you must do so *in writing* at least seven days prior to the commencement of your hire.
- If you cancel your hire within seven days prior to the commencement of your hire, you *may be liable* for the full hire amount.
- Should The Frazer Theatre cancel at any time prior to the commencement of hire you *will* be refunded your deposit.
- Cheques should be made payable to 'The Knaresborough Players Ltd'.

### Declaration of Hirer

- i) I declare that the details given are correct.
- ii) I declare that I have read and agree to the [Terms & Conditions for Hire](#)
- iii) I declare that I have read and agree to abide by the [Health & Safety Policy](#) for the Frazer Theatre.
- iv) I understand that I am fully responsible for compliance with all aspects of the Terms & Conditions of hire and the Health & Safety Policy.

Authorised Signature \_\_\_\_\_ Full Name \_\_\_\_\_

Organisation \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed Theatre Hire Form, non-refundable deposit of £15 and the completed Publicity and Tickets Details form (if applicable) to:

Theatre Hire Manager  
The Frazer Theatre  
High Street (behind Tesco)  
Knaresborough  
HG5 0EQ



## Frazer Theatre Terms and Conditions of Hire

### A) The Frazer Theatre and The Knaresborough Players

The Frazer Theatre is owned and operated by the Knaresborough Players Ltd. This agreement is made by and with the Knaresborough Players Ltd.

### B) Theatre Hire Charges

#### Basic Theatre Hire

The auditorium is hired out at £30 per hour or part thereof (£20 per hour or part thereof if a Registered Charity - Charity Number will be required for confirmation).

The community room is hired out at £15 per hour or part thereof (£10 per hour or part thereof if a Registered Charity - Charity Number will be required for confirmation).

This covers the period from 10.00am to 11.00pm (the latest time allowed for the completion of the 'get out'). We are situated in a residential area and always endeavour to keep disruption to a minimum. Access will be available 15 minutes before start time unless a longer period is booked.

#### Excess 'Get Out' Time

Any time taken beyond 11.00pm will be charged at £40.00 per hour or part thereof.

#### Staff

No staff are included in the basic Theatre Hire charge. Operation of Technical Equipment (light and sound) by our staff incurs additional fees as agreed with our Tech Manager

#### PRS

The minimum amount charged by PRS is currently 3% plus VAT (at 20%) on Gross ticket sales. We simply pass this charge on to the hirer and do not make any profit from PRS charges. We will require a 'set list' of any musical numbers performed to submit to PRS with our payment to them. The hirer agrees to give an accurate account of all ticket sales to the Knaresborough Players and the Frazer Theatre.

#### Rates

All advertised Hire Rates are subject to confirmation at the time of booking.

#### Other Facilities

Hire of the Auditorium does not include hire of the Community Room however this will not be hired to others without the agreement of the Hirer of the auditorium during Performances.

Hire of the Community Room does not include hire of other areas of the theatre. Please be aware that there may be other people using the auditorium and bar area of the theatre, although we will do our best to advise you of this in advance.

### C) The Theatre Bar

The Frazer Theatre has a fully licensed bar which can be open during your performance. This is not applicable to non-performance bookings.

The Frazer Theatre is a community theatre run by volunteers. Running bars at events is one of the ways that the theatre is able to source revenue to support running costs. For this reason, the Frazer Theatre will only

grant permission to hirers to run a bar in very exceptional circumstances. **Hirer's do not have a right to run their own bar selling alcoholic beverages unless this permission is explicitly granted.**

If circumstances allow that permission is granted for the serving and selling of alcoholic drinks, **the Hirer is responsible for obtaining a Temporary Events Notice (TENS)** from the local licensing authority. If permission is granted, then the hirer must nominate a Bar Manager who will be responsible for all aspects of the legal requirements relating to serving alcohol.

ALL evidence of the results of selling of any beverages, ie. all glasses, bottles, barrels, etc. must be disposed of by the hirer and must not be left on the premises without permission of the Frazer Theatre. The serving area and the kitchen area must be left clean and tidy. **Non-compliance will result in a £50 cleaning fee being charged to the hirer.**

Alcohol will not be sold or consumed anywhere in the building except in the areas designated by the liquor licenses. These areas are:

The Foyer Bar, the Main Auditorium and the community room above the Bar area.

## D) Catering Facilities

The hirer can use the kitchen equipment to serve hot beverages and food.

All areas must be left clean and tidy after use. If, in the opinion of the Frazer Theatre House Manager, the areas are not left in a clean & tidy condition, then a £50 cleaning fee will be charged to the hirer.

## E) Publicity and Tickets

### Publicity

The Frazer Theatre will add a listing to your event on their website free of charge if requested. If you request this, you will be responsible for providing event details and a suitable picture as described on the [Publicity and Tickets information Form](#).

If requested, the Frazer Theatre will include your event in any Future Events publicity free of charge if there is available space. There is no guarantee that your event will be included.

### Tickets

Tickets can be sold online via our online box office, [www.thelittleboxoffice.com/frazertheatre](http://www.thelittleboxoffice.com/frazertheatre) which is accessible directly from our website and a link to your specific event's tickets would be included in the website event listing.

You will need to provide us with an allocation of tickets to sell. This number can be amended by e-mailing [boxoffice@frazertheatre.co.uk](mailto:boxoffice@frazertheatre.co.uk). This can usually be done pretty quickly but you should allow up to 72 hours for this change. You will be notified by reply to your e-mail when the ticket number has been changed.

We will charge a 10% administration fee to cover our costs (we pay a fee to Little Box Office and to our payments processing company). You can decide whether to have this deducted from the ticket price or added on as a booking fee. Other than any booking fee specified by you, there are no additional costs to the customers. For example a ticket with a face value of £10 can be sold for £10 or £10 + £1 booking fee. The customer will either pay £10 or £11 respectively. You will receive £9 or £10 respectively.

You will be sent a cheque for the ticket revenue within 14 days of the last day of your event.





## Publicity and Tickets Details Form

**Please return this with your completed hire form if you answered yes to any questions in section 5 of the Hire Form**

### 1. Publicity Information

Please provide a description of your event to be included on our website. This should include details about where tickets are available. Continue on a separate page if necessary. Alternatively this information can be e-mailed to [enquiries@frazertheatre.co.uk](mailto:enquiries@frazertheatre.co.uk).

Please provide an electronic image that can be used as the main image for event. This should be sent to [publicity@frazertheatre.co.uk](mailto:publicity@frazertheatre.co.uk). This image should large enough to fill the width of a website without distortion.

Please e-mail any links or other images you would like including on the event page to [publicity@frazertheatre.co.uk](mailto:publicity@frazertheatre.co.uk). This includes links to youtube videos which we will be happy to embed into the page.

**Is there any date before which publicity should not take place?** \_\_\_\_\_

### 2. Ticket Information

**Number of tickets to be put on sale** \_\_\_\_\_

**How would you like to pay the 10% administration fee?**

- Deduct from ticket face value (Customer pays face value, you receive 90% of face value)
- Pass on to customer as booking fee (Customer pays 110% of face value, you receive face value)

Please list the ticket types and their prices below:

Ticket Type	Price
<i>Eg. Concession</i>	<i>£8</i>



## Health and Safety Guidelines for Private Hires

### 1. Introduction

The purpose of this booklet is to familiarise incoming companies with the Safe Working Practices that are followed by members of the production staff in the Theatre. Whilst it can never be totally comprehensive, these guidelines – if followed correctly – will safeguard against predictable accidents and hazards.

Please remember that if you decide to take a risk, you not only put yourself in danger, you may also threaten the livelihood of the Theatre. A substantial amount of damage to staff, the building and stock may occur. Please think about the implications of your actions.

You are asked to sign the back page of the booklet to show the Theatre that you have read and understood its contents, and agree to follow the principles herein. If you are unhappy with any aspect, you must let us know immediately. Please also ensure you pass on all relevant information to personnel working on your production.

If you have any queries or questions in the meantime – please ask!

David Crosthwaite  
Theatre Manager

### 1. First Aid, Accidents & Illness

All hirers of the theatre should provide adequate and appropriate First Aid arrangements to cover their co-workers.

A minimum requirement would be:

- A fully stocked First Aid Kit
- A first aider.

Accidents, however minor or trivial need to be reported to the duty manager and recorded in the Theatres Accident Book. The book is located in the Technical lighting and Sound Room on the second floor.

First Aid Kits are located at the following points:

- Stage Kitchen
- Entrance Kitchen

The person responsible for ensuring all kits are fully stocked is: Doreen Driffield  
Any item used from a kit should be reported to this person as soon as possible.

### 2. Fire Safety

**Smoking is not permitted in the Theatre.**

All theatre hirers MUST provide adequate and appropriate Fire Warden/Fire safety officer.

This person is responsible for:

- Knowing how to evacuate the building in the event of a fire.

- Informing all staff of the evacuation procedures
- Liaising with the fire brigade.
- Knowing where fire extinguishers are located and how to use them.
- Appointing persons to conduct a head count at the evacuation locations.
- Knowing and agreeing the location of the evacuation meeting point

**On discovering a fire:**

1. Immediately raise the alarm by breaking the glass at the nearest Break Glass Point.
2. Announce to a member of staff that a fire has been detected
- 3. CALL THE FIRE BRIGADE BY DIALLING 999.**
4. Leave the building by the nearest exit.
- 5. DO NOT STOP TO GATHER YOUR BELONGINGS.**
6. Report to the appointed Fire Warden who will be identified by wearing a hi vis vest at the assembly point in the car park behind the Theatre.

**DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO BY THE FIRE OFFICER.**

**On hearing the fire alarm (a bell or loud continuous siren):**

1. Immediately leave the building by the nearest exit, taking any visitors or members of the public with you.
- 2. DO NOT STOP TO GATHER YOUR BELONGINGS.**
3. Report to the Theatre Fire Officer who will be identified by wearing an orange hi vis vest at the assembly point: –

**DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO BY THE FIRE OFFICER.**

### **3. Use of naked flame, flame and smoke effects on stage**

Any effect required on stage that involves the use of flame or smoke must be passed by the Fire safety Officer. This includes any of the following:

- Smoking of cigarettes, pipes or cigars on stage
- Use of pyrotechnics (maroons, flashes, smoke puffs etc)
- Use of lit matches, lighters, candles, oil lamps or flaming torches
- Use of smoke, dry ice, cracked oil, haze or machines
- Use of any real flame or fire effects (fire breathing, blow torches, angle grinders, etc)
- Use of practical cookers
- Use of any compressed gas (e.g. helium, propane, etc)

This list is by no means comprehensive. If you are in any doubt as to the nature of any effect you intend to include in your production, please ask for advice

If any of the above effects are to be used in your production, you must complete a risk assessment form and pass it on to the theatre as soon as possible,

Permission is obtained by the Production Manager in consultation with the fire department. Certain requirements are stipulated in all cases and will need to be fulfilled to obtain permission. Please make yourself aware of these precautions and ensure they implemented at all times:

Fire Extinguishers are easily accessible at all times

An appointed person is given the responsibility of watching a flame or pyro effect to its conclusion and responding immediately with appropriate means if the effect becomes uncontrolled

Provision of ashtrays with damp sand or similar both onstage and off whenever smoking and/ or lit matches are required.

Ensuring that all fabrics and furniture in the immediate area are fire proofed to the standards required.

Ensure that all lighters, fuel, pyros etc are stored safely between performances.

**Please advise the Theatre Manager of any effect you believe to require permission from the Fire Department well in advance. An inspection may be required prior to the effect's first use.**

## 4. Manual Handling

When involved in the lifting or moving of any heavy or awkward object, it is vital that you follow the correct lifting procedures to avoid personal damage or injury. While the Theatre will endeavour to provide a clear access route into the Theatre, it is the responsibility of the hirer to ensure that an assessment of the safest movement of their set, props etc for a production is completed, and any identifiable hazards or difficulties are addressed prior to arrival at the theatre. A blank form is included with this pack to assist in this process.

These notes will help you in this process:

Before starting the task consider:

1. Can the task be avoided by using a mechanised process? If not – can another system or aid be employed, such as a sack truck, trolley or winch to reduce the impact of the task?
2. Do you have enough people to undertake the task safely?

In making your assessment consider the following:

- The Load
- The size of the load – can you make it smaller or lighter?
- Shape – can you roll it or pull it rather than lift it?
- Stability – have you got enough people to hold it steady?
- Weight – can you make it lighter or use lighter containers?
- How easy it is to hold - can you fit handles or reduce sharp edges?
- Individual capabilities
  - Are those involved able to lift/ move the load without causing strain or injury?
  - Is anyone pregnant or experiencing health problems?
  - Is the correct Personal Protective Equipment (PPE) being used (e.g. gloves etc)?

Only attempt to lift an item when you are confident of your ability to do so with ease

### Correct lifting Guidelines

- Avoid twisting or bending sideways while lifting
- Bend your knees and keep a straight back
- Keep the load close to your body
- Keep arms close to the body
- Keep your chin tucked in
- Keep feet apart, with one leg forward of the other

## 5. Get-ins & Get-Outs

- Ensure wagon doors are secured so they cannot flap away from the sides of the wagon.
- Beware when opening the dock doors that there may be people on the street behind them
- Ensure that the dock doors are chained back when open, and secured when closed.
- Ensure that there are enough people to do the get-in or out safely.
- Respect the abilities of others - offer help if needed. Do not insist that others lift objects they consider too heavy.
- Observe correct lifting and handling techniques - do not over reach or over stretch your self. Do not lift anything that you think may be too heavy for you. See **Manual Handling**
- Where practical clothing, safety boots and protective gloves

- Do not block the footpath with any object. If an item must be left on the pavement, ensure it is stable, and that pedestrians can safely pass.
- Do not throw items from the stage to the wagon or vice versa.
- Always ensure your passage is clear across the footpath before proceeding.

#### On stage

- Stack items according to size, weight and where on the stage they will be required
- Hard Hats are available for use and it is recommended that all personnel wear them where there is work going on overhead.
- Do not leave objects lying in pathways or across doors
- Ensure all items are stable and not causing a hazard before walking away.
- When lifting items onto the stage from the street ensure that there are enough people to bear the load safely. One person should instruct the others on when to lift, push etc.
- Remain aware of the stage environment - are bars moving, cables being dropped etc.?

#### In the wagon

- One person, **ideally the driver**, should take responsibility for the pack and instruct others in the correct order to present or remove things. This person may require assistance with lifting, tying off etc. with heavy or awkward loads.
- Always ensure an item is safe to untie before doing so.
- Do not throw things in to or out of the wagon
- Always enter and leave the rear of the wagon safely
- If using a tail-lift ensure that the correct operative procedure is followed and that a warning is given before each move is made. Do not over load the tail lift and ensure that its path is clear of obstruction.

## 6. Fit-Ups

- One person should take responsibility for the position and order in which scenery is erected and give instruction to others.
- Do not leave power tools lying around where they may cause a trip hazard or injury.
- Do not leave power tools plugged in when unattended.
- Only trained operatives may use power tools, unless supervision is given.
- No one under the age of 18 may operate a power tool or other stage machinery.
- Always ensure that there are sufficient people to complete a task safely.
- Do not leave any item on stairs, ladder tops or on surfaces that may be moved or dropped.

## 7. Safe Use of Ladders

- Check that the ladder is in good condition before use
- Stand the ladder on a firm level base
- Ensure that it is firmly secured at the top, or if not possible, secured or footed by a second person at the base
- Make sure shoes are clear of grease and mud.
- Make sure the ladder is the correct size for the job
- The foot of the ladder must be supported on a firm surface, not resting on any loose or un-level material, or on other equipment used to gain height.
- The bottom rung of the ladder must not be used to support the weight of the ladder
- It must be ensured that the ladder cannot slip. Where possible the ladder should be fixed to a suitable surface with lashings or straps. Where not be possible the ladder must be footed by a second person or by other safe means to prevent slipping and overbalancing. The person footing the ladder should stand with one foot on the floor, the other on the bottom rung and with one hand on either stile (side piece) of the ladder.
- Only one person at a time should climb or be supported by the ladder.

- Ladders with wire supporting the rungs should be used with the wire to the underside of the rung.
- Metal ladders must not be used if there is an electrical hazard present.
- When climbing a ladder both hands should be free to hold on. Use a rope thrown over the bar (for example) to raise and lower heavy instruments (e.g. lanterns)

#### Leaning ladders

- The angle of lean should not be more than 75 degrees to the horizontal.
- The top of the ladder should extend beyond the landing place by at least 1.05 meters.

#### Extension ladders

- Sections of extending ladders should overlap by:
  - 1.5 rungs when the ladder is at 5m height or less
  - 2.5 rungs when the ladder is between 5m and 6m height
  - 3.5 rungs if extended to a height of over 6 meters.

#### Step ladders

- Do not stand on the top level of a step ladder.
- Ensure that the ladder is fully opened out and that any safety stays are properly engaged.

Also see HSE Guidelines on use of Ladders. <http://www.hse.gov.uk/pubns/indg402.pdf>

## 8. Flying Procedures

The Frazer Theatre has very limited fly options so it is the theatre hirer's responsibility to make sure that any equipment used is safe and secure.

#### General notes:

- At no time should any unauthorised personnel (i.e. anyone other than the visiting companies appointed staff) use the flying equipment unsupervised or without instruction.
- Any faults with flying equipment (i.e. Lines, Pulleys, Cleats, Steels, Shackles, Span Sets.) should be reported immediately to the Theatre management.
- Specific Gloves may be worn when flying. (Fingerless Leather palmed only)
- All Safe Working loads must be adhered too and not exceeded.

## 9. Electrical Safety

#### General Guidelines

- All items of electrical equipment (including extension leads and adaptors) must be subject to a visual inspection prior to use.
- Any piece of equipment that fails a visual inspection **MUST NOT BE USED!**
- Personal items of electrical equipment brought into the Theatre must have a P.A.T. test notice attached to them.
- All P.A.T. tested items are tested as a whole (including it's power cable and plug top). If the plug is removed from an item then the P.A.T. test becomes void!
- All electrical installations, (production wiring on a set is considered an installation), both permanent or temporary, must satisfy BS 767.
- Any set with electrical equipment attached/rigged to exposed metalwork must be earthed.
- All faulty electrical equipment, or part of an installation, must be labelled as faulty, reported to the electrics department immediately, and **MUST NOT BE USED!**
- Under no circumstances should work on live electrical equipment be undertaken, except by a qualified Electrician.
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## 10. Rigging Lighting Equipment

### General Guidelines

Any person, other than permanent members of technical staff, handling lighting equipment must have the permission of the Tech Manager before touching any lighting equipment as supervision and training may be required.

All lanterns and other lighting equipment (extension cables, adaptors) must be subject to a visual inspection as they are being rigged. If in doubt, don't use it, and check.

Any piece of equipment failing a visual inspection should be clearly labelled as being faulty and **MUST NOT BE USED**.

All hook clamps must be tightened off to the bar as they are rigged. They can be un-tightened by the designer if they need to be moved.

All lanterns must be rigged with a safety chain/bond, with enough slack to freely pan and tilt the luminaire. When plugging up, enough slack should be left on the power cable to freely pan and tilt the luminaire. Barn doors and colour frames must attach to lanterns with some form of safety bond, catch, or screw mechanism.

Extension leads and multicore cables should be securely taped or tied off to bar ends to provide strain relief. Where ever possible lighting bars should be plugged up so as to avoid crossing phases.

## 11. Installation of Sound Equipment

All mains powered sound equipment must be subject to a visual inspection, and if found to be faulty should be labelled as such and **SHOULD NOT BE USED**.

Where cables and multicores run across walkways and may present a trip hazard they should be covered by a cable mat or taped down.

Correct lifting practices should be observed when lifting P.A. stacks and flight cases.

## 12. Use of Smoke, Haze and Dry Ice

When selecting a smoke effect for a performance reference should be made to the particular data sheets for that type of fluid and any hazards identified.

Smoke machines must be subject to a visual inspection prior to use.

Care should be taken when handling fluids on stage as this could contribute to slip and shock hazards.

Smoke machines must be switched off during re-filling.

Consideration should be taken when high levels of smoke are to be used and visibility impaired. Possible trip or fall hazards may arise.

## 13. Safe Storage and Use of Pyrotechnics

Pyrotechnics must only be handled by suitably qualified staff of the theatre hirer.

When selecting a pyrotechnical device reference should be made to the particular data sheet for that effect, and any health hazards identified.

Reference should also be made to the safe working distance of the effect.

Consideration should be made for elements to the effect such as hot fall out.

Pyrotechnics must be stored in the metal cupboard in the lighting box, which is to be kept locked.

Pyrotechnics may only be activated by control systems approved for that use.

Pyrotechnics may only be operated by persons with a clear view of the device to be detonated.

Fire fighting equipment of the correct type must be on stand by with a member of staff dedicated to that role whilst pyros are activated or still burning.

When re-loading pyro-pods, detonators must be de-activated, and the key taken by the person re-loading. Maroons may only be detonated in approved bomb tanks.

A risk assessment must be carried out and permission obtained from the Fire Safety Officer prior to any pyro being used in a performance situation.

## 14. Safe Use of Hand Tools

- Ensure all hand tools are sound, adequate for the intended purpose, and used as intended.
- All tools should be returned to their storage place when not in use. Do not leave lying around unattended.
- If you are unsure about the correct way to use a tool seek advice before attempting work.
- Hand tools should not be used by work experience or students under the age of 18 without adult supervision, and not by any person under the age of 12 at all.
- Any defective tools should be withdrawn from use and reported to the Line manager:
- Hammer heads should be secured to a sound shaft that is not split, broken or loose
- Chisels should be sharpened to the correct angle and not be used with mushroomed heads
- Files should have handles and not be used as levers
- Screwdriver handles should be sound and the heads not used as chisels
- Cutting tools such as knives etc should be kept sharp. Knives with retractable blades should be used in preference to fixed blades where possible.
- When using knives always cut away from your body
- Saws should be checked before use to ensure blades are sound
- Worn spanners should be discarded. Makeshift extension tubes should not be used.
- Sweep up any debris immediately the task is complete
- Always work in an uncluttered area on a sound and stable surface.
- Where appropriate wear protective eye wear and gloves.



## 15. Safe Use of Power Tools

For example: sanders, drills, electric screwdrivers, routers, jigsaws etc.

- Do not use power tools unless you are completely aware of the correct method of usage.
- Only use power tools for the purpose for which they were designed.
- Never use power tools if the working area is damp or wet
- Do not allow person under the age of 18 to operate power tools.
- Always ensure you have enough cable to safely reach your work area without pulling the cable tight.
- Do not place the cable in a position where it might become entangle with any moving parts.
- Always use a RCD on mains powered tools.
- Ensure that all tools carry valid PAT test certification (green sticker on plug bearing valid dates)
- Keep power tools clean and free from saw dust etc. & return to carry boxes after use.

## 16. Working in the Community Room

The Community Room is used for many different purposes. Please observe the following guidelines when working in this area:

- A temporary lighting rig should only be used for performances and lighting rehearsals. For all other occasions where working light only is needed, please use the roof lights.
- Please keep fire exits clear at all times
- Turn off all lights and power sockets when not in use.
- The heating is controlled via the kitchen boiler.
- Smoking is not permitted in the studio under any circumstances except with the express permission of the Fire Officer. (see Naked Flame above)
- Youth Theatre groups working in the studio should not be left unsupervised at any time, particularly if electrical equipment is within reach.
- The Lighting sound control room, and the equipment inside it, may only be accessed with the permission of the Tech Manager.

## 17. Technical & Dress Rehearsals

**Before the start of any rehearsal on stage please**

- Make sure all cables are taped down securely and not run across walkways or doorways. Bulky cables or plug & sockets should be clearly marked with tape
- Clearly mark any changes in levels backstage with white tape or similar
- Ensure there is sufficient working light for safe movement backstage
- Familiarise the cast with the lay out backstage by walking them round in full light and also in show lighting conditions.
- Remove all objects lying in walkways or across doors
- Make sure all fire fighting equipment is readily accessible and that staff are familiar with its use
- Clearly mark the edges of any object – including lanterns – that may be walked into or cause head injury.
- Do not block any doorway or exit with any item at any time.

- Familiarise the cast & crew with any moving pieces or flying pieces that may present a danger to those onstage
- Make sure that the iron line is clear at all times, or if items are placed under it that they are easily moved by one person. Make individuals responsible for the movement of any items under the iron should the alarms sound.

### **During the rehearsal**

- Ensure that all exits, fire fighting equipment and walkways are kept clear of any obstruction at all times.
- Do not move scenery etc over trailing cables – if this is unavoidable the rehearsal must be stopped and cable runs re-routed before proceeding.
- If at any point for any reason you become unaware of an imminently dangerous or unsafe situation that you cannot immediately deal with STOP THE REHEARSAL.
- In terms of cueing the DSM's word is final UNLESS as an operator you are aware of a potentially dangerous situation which the DSM is not aware of – for example, someone stood too close to a pyro box, or underneath a moving flying piece.
- In the event of a rehearsal being stopped due to accident or imminent danger the workers must be turned on immediately.

The Theatre Hirer's Production Manager (or Stage Manager in his/her absence) is responsible for the safety of all cast members, stage management & wardrobe staff during all rehearsals and performances.

Any unresolved safety issues must be reported to the Technical Stage Manager or Deputy as soon as practicable.

## **18. Use of the Dressing Rooms**

When using the Dressing Rooms, please observe the following guidelines:

- Please ensure that nothing comes into contact with the bare bulbs in the dressing rooms – they get EXTREMELY hot!
- Please turn off the mirror bulbs when the room is unoccupied.
- Any personal mains operated electrical equipment brought into the building (e.g hairdryers, radios etc) must be PAT tested and have a up to date label on the equipment. Please note that un-inspected items may get their plugs cut off!
- Please do not leave broken glass, crockery or other sharp items in the waste-paper bins.
- Please do not wedge open any doors in the backstage area.
- Please familiarise yourself with the Theatre's Fire Evacuation procedure, and the nearest exit route to your location.
- Please do not leave the building by any of the fire exits except in an emergency or specifically instructed to do so.
- Performers in costume are not permitted in the Front of House areas after the half hour call, unless directed as part of the performance.
- Any damage done to any dressing room must be reported immediately. If the hirer has caused the damage, the cost of repair will be passed on to the company.
- If you are unhappy about any aspect of the dressing rooms, please let us know. We are well aware that they are in need of a facelift, but will do our best to ensure that they are clean and presentable.

## 19. Risk Assessment

As part of current Health & Safety good working practice, all theatre hirers should supply a risk assessment for their production.

While the theatre is responsible for implementing safe working practices and risk assessments around standard procedures as included in this booklet, the theatre hirer should complete a risk assessment for any element of their production which may constitute a hazard. For example – acting areas raised above 1 metre, stage fighting, sequences involving running or complicated dancing in high heels etc. This assessment, once completed, should be passed on to relevant members of the incoming company and also passed onto the Production staff at the theatre.

### Five Steps to Risk Assessment

1. Identify the hazard
2. Who might be harmed and how?
3. Consider what safeguards are in place – are they sufficient? What else could you do to lessen the risk?
4. What level of risk remains?
5. Review your assessment periodically

## 20. Reporting Hazards and Maintenance Problems

Any thing you notice in the Theatre that could constitute a hazard (such as damaged equipment), or is in need of attention (sticking doors, loose signage etc) then report it.

If it's urgent or dangerous, tell the appointed Stage/Production Manager immediately.

If it's just annoying, notify the Theatre Manager. The work required will be done in due course.

## 21. Areas of Responsibility

During your time in the theatre it is important that you know who to approach if you have any queries regarding any aspect of the production or the theatre itself. The following is intended as a guide only, if the person stated is not available, please approach the Duty Manager.

While we are unable to guarantee that a member of the technical staff will be available to assist with your production, they are generally able to give help and advice in most situations. For queries regarding staging or lighting please deal with the following people:

Contracts	David Crosthwaite	01423 866658
Production Manager	Your named production manager (this will usually be the person you have dealt with regarding the hire)	
Technical Queries	Your named Tech Contact	

### **Please note:**

Any comment or complaint regarding any aspect of your hire should be passed on as soon as possible to a member of staff as detailed above.

In any decision regarding safety on stage at any time the word of the Production Manager or Deputy is final. For all other matters relating to audience or Front of House, the word of the Front of House Manager is final.

## 22. Alcohol Policy

Under the Health and Safety at Work Policy, it is the duty of the Frazer Theatre to advise all users of the building (including employees, visiting artists and members of the general public where necessary) of the current "Drink and Drugs Policy".

Alcohol is not permitted to be consumed in the back stage area, it may only be consumed in the bar area, main auditorium and community room.

Alcohol will not be sold or consumed anywhere in the building except in the areas designated by the alcohol licence. These areas are:-

- Foyer Bar
- Main Auditorium
- Community Room
- 

This policy was compiled by the Management Team, after full consultation with staff of the Theatre, and is designed to assist in the aim to provide and maintain the highest standards of health, safety and systems of work for staff, visitors and members of the public; whilst also supporting its commitment to a policy of providing theatre, and a positive experience, for young people.

All users of the Theatre have a duty to follow the guidelines laid down.

The consumption of alcohol is not permitted in the following areas:

- 1 Backstage (All Areas)
- 2 Workshop Areas
- 3 Corridors
- 4 Front of House working areas (Box Office & Associated Areas)

In addition, staff or volunteers (including work placements, visiting performers and crew) may not consume alcohol prior to the commencement of, or during, their normal duties (including get in/out and performances). This includes recognised breaks.

Alcohol may be consumed on the premises after completion of normal duties (in permitted areas). At no time should staff on duty consume alcohol. It is recognised that in certain circumstances i.e. informal gathering, meetings, Press Night's, members of staff as representatives of the Theatre may be invited to consume alcohol.

A theatre hirer can only serve and sell alcohol with the permission of the Frazer Theatre and if this is granted the theatre hirer will be responsible for obtaining a Temporary Events Notice (TENs) from the local licensing authority. The theatre hirer must nominate a Bar manager who is responsible for all aspects of the legal requirements relating to serving alcohol.

The Frazer Theatre is a community theatre run by volunteers. Running bars at events is one of the ways that the theatre is able to source revenue to support running costs. For this reason, the Frazer Theatre will only grant permission to hirers to run a bar in very exceptional circumstances. **Hirer's do not have a right to run their own bar unless this permission is explicitly granted.**

## 23 Food and Drink Policy

ALL evidence of the results of selling of any food or beverage. I.e All glasses, bottles, barrels must be disposed of by the hirer and must not be left on the premises with out permission of the Frazer Theatre.

The Serving area and the kitchen area must be left clean and tidy. Non compliance of this will result in the Frazer Theatre employing a cleaner and this will be charged to the Hirer.