

House Rules

This document outlines the basic house rules that we expect all users of the Theatre to follow. Please ensure that all members of your company take the time to read it. If you have any questions or concerns, just ask a member of our staff.

The points listed below are the house rules, and are not negotiable with the staff on Front of House during your hire period.

General responsibility for Health, Safety and security

General responsibility for health, safety and security lies with all staff and users of The Guiseley Theatre

- Please correct any easily remedied risks you may encounter in the building and report all defects to either the Front of House manager or any member of Guiseley Theatre staff.
- Take care of personal belongings.
- Visiting companies are responsible for conducting their own risk assessments with respect to their specific activities.
- The building operates on a Leave it as you Find it basis. Please be mindful of other people using the building and leave the space you are using in the state that you found it in.

Specific responsibility for Health and Safety

All events involving an audience at Guiseley Theatre are subject to the requirements of Leeds City Council under various licenses held by Guiseley Theatre. At such times, The Guiseley Theatre Front Of House manager, Stage Manager, Venue Technician, Designated Premises Supervisor and Managing Director are charged with ensuring the relevant license conditions are met. Their decision in matters relating to stewarding, seating, crowd management, operation of the bar, technical arrangements and all other aspects of health and safety within Guiseley Theatre should be regarded as final.

Events in the auditorium can only commence once clearance has been given by the Front Of

House manager, and must cease immediately if the instruction is given to do so.

Show Stop Procedure

In the event of a show stop, the Guiseley Theatre Front of House Manager will contact the technical team either via radio, phone or in person, it is then the company operator's responsibility to turn on the house lights and all working lights, then head downstairs to the evacuation point. The Guiseley Theatre Front of House Manager and front of house team will inform the visiting company, and the Guiseley Theatre team will inform the audience and perform the evacuation.

Get ins and Get outs

Our procedures are in line with current TMA/BECTU guidelines. Instructions given by Guiseley Theatre technicians for safe and proper conduct, use of equipment and procedures during get-in and get-out including the handback of equipment, cabling and accessories used must be complied with.

Safety around the building

- All signage in the building is up-to-date, current and there for a reason. Please take note of and comply with all door sticker warnings and instructions.
- Corridors, entrances and seating walkways and steps must be kept clear at all times. There are no exceptions to this rule.
- Fire doors cannot be left propped open, unless using the Doorguard attached to the door, which will close automatically if the fire alarm sounds.
- Fire extinguishers cannot be obstructed or moved other than in the event of a fire.
- Fire Action notices must be read and left in place.

Eating and drinking

- Chewing gum is banned from the building.
- Drinks other than bottled water are not permitted in the control box. Please take all rubbish with you when you leave the auditorium and technical areas, and use the bins in dressing rooms, or front of house areas. Food in dressing rooms must be kept in air tight containers or in the fridge.
- Consumption of alcohol by show cast/crew during get ins/get outs is prohibited.

Working at height

- Where possible, work should be carried out at floor level. Lighting bars may be lowered to this level.
- Working at height should be done by competent individuals who carry some form of ladder training or working at height qualifications. This includes working on the stage whilst the trap door is open. (An example of ladder training can be found here: <https://hsqe.co.uk/courses/ladder-safety/>)
- Guiseley Theatre staff may ask to see evidence of the appropriate training before any rigging may take place
- Do not operate Zarge ladders unless you are confident you can operate them safely.
- A minimum of 2 people are required to erect the Zarge ladders
- Additional step ladders are available and stored in the kitchen
- Ladders must be returned to their store location after use
- The Front of House Tabs must never be drawn when the trap door is open
- The trap door must never be left open and unattended

Stage Effects

- Please note that companies intending to use live flames, weapons, cigarettes, pyrotechnics, smoke/fog/haze machines or strobe lighting must seek advance clearance (at least two weeks). This cannot be authorised during get in time.
- All set and props must be fireproofed
- Weapons must be carried and kept in a locked case right up until the point they are used on stage

Standards of behavior

- We aim to engender a culture of respect, co-operation and industry.
- Abuse of people or facilities at The Guiseley Theatre will not be tolerated, this includes communications over messages, emails and telephone.
- Disrespectful tone towards Guiseley Theatre staff and volunteers will not be tolerated.
- It's essential that all users of the building help us to keep noise outside to a minimum in the evenings so as to avoid upsetting our neighbours. This applies outside the front of the building, when leaving or on a break, and also in the car park at the back of the

building.

Unsupervised students, young people and children

- Separate risk assessments must be undertaken if young people under the age of 18 are working with you in any capacity.
- You must have the appropriate licenses in place for young people to work or perform in any way. This is your responsibility.
- Young people are not permitted under any circumstances in the workshop or tech store.

Key Points – Summary

- Please take note of and comply with all door sticker warnings and instructions.
- Corridors, entrances and seating walkways and steps must be kept clear at all times.
- Fire extinguishers cannot be obstructed or moved other than in the event of a fire.
- No chewing gum anywhere. Food in dressing rooms must be stored in airtight containers or in the fridge in the kitchen.
- Leeds City Council requirements apply at ALL times.
- Instructions given by the management or house technicians for safe and proper working must be complied with.
- If you have made a mess, you will need to clean the spaces after you have used them. This means sweeping, mopping, hoovering, cleaning dressing room surfaces and basins. We charge £50 minimum for any additional cleaning required.
- Leave it as you find it