

Fifty Three Two (T/A 53two) Theatre Hire Conditions

Terms and Conditions

Explanatory Notes

Appendix 1 Hire Cost

Appendix 2 Front of House Manager Duties/Procedures

Appendix 3 Technical Staff Procedures

Appendix 4 Fire Procedures

Appendix 5 Visiting Company Health and Safety Document

Terms and Conditions

These terms will form part of a legally binding document and you should read it carefully before making an application to hire Fifty Three Two. If we accept your Booking Form and therefore your booking you will be bound by these Terms and Conditions. Please make sure that they contain everything you want and nothing you are not prepared to agree to. If you have any questions about the contents of these Terms and Conditions, our list of Costs and Inclusions of Hire or any other matter, please contact us before making your application.

1.0 DEFINITIONS:

In these Terms and Conditions the following words and phrases mean the following:

Act refers to the Theatre Act 1968

Booking Form means our booking application form to hire the Theatre.

Booking Manager means the person dealing with the booking but can include the Booking Manager's duly authorised representative.

Confirmed Booking means a booking of the Theatre that has been confirmed in writing/e mail by the Booking Manager;

Deposit means the deposit payable (if any) on submission of the Booking Form;

Event means the purpose for which the Theatre is hired, as stated on the Booking Form.

Hire Charges means all sums payable by you for the hire of the Theatre under these

Terms and Conditions, as set out in our current list of Costs and Inclusions of Hire;

Hire Contract means the contract for the hire of the Theatre as governed by these Terms and Conditions and our current list of Costs and Inclusions of Hire;

Hire Period means the period of hire of the Theatre booked by you;

House Manager means the person managing the theatre for the time in question

Registered Office means 53two, Arch 19, Watson St, M3 4LP

Theatre means Arch 19, Watson St, M3 4LP

Company means Fifty Three Two Events Ltd (T/A and known hereafter as 53two)

You / the Hirer means the person who signs the Booking Form or the firm, company or organisation on whose behalf the Booking Form is signed;

2.0 APPLICATIONS:

2.1 If you wish to hire the Theatre you should initially complete the attached Booking Form or contact The Company via email with your script and production details and with regard to available dates. The Company will then make a decision as to whether your piece fits our ethos and is new writing/has never been performed before in the North of the UK. A decision on whether your application has been successful will be made within 14 days of submission.

2.2 Your Booking Form and/or email must state the precise nature of the Event for which you wish to hire the Theatre. Applications for hire cannot be accepted in any other format than the official Booking Form or email.

2.3 The Hirer must comply and obtain all requisite permissions and authorities for the production of the Event.

2.4 The booking is not confirmed until both You and the Company have signed a copy of the agreed Booking Form and you have paid the requested non-refundable deposit, and a copy of the booking form has been returned to you counter signed by the Company or receipt by you of a confirmatory E- mail sent by the Company.

2.5 Applications for bookings will not be considered from persons under 21 years of age.

2.6 The Company reserve the right to refuse any application to hire the Theatre without giving a reason, or to accept any application subject to any additional terms and conditions the Company consider necessary. This includes the right to refuse to confirm any provisional booking previously verbally agreed with the Company. Where the Company accepts an application for booking subject to additional terms and conditions, you are not obliged to agree to those additional terms and conditions. The hiring is only confirmed when you notify

the Booking Manager in writing of your agreement to the additional terms and conditions. Arrangements between the Hirer and the Company may be made in terms of the Hire Fee. These must be signed by You and by the Company as part of the booking.

2.7 Applications for evening bookings will only be accepted on the basis that the function will finish no later than 11pm on that evening and all personnel will be out of the Theatre by 11.20pm unless otherwise agreed. Extensions can be agreed with the Booking Manager with 21 days notice.

3.0 HIRE CHARGES:

3.1 The Company charge for hiring the Theatre in accordance with its list of Costs and Inclusions of Hire. This will be discussed upon your enquiry being submitted.

3.2 On acceptance of your booking any Deposit that you pay will be deducted from the total Hire Charges you pay. If your booking is not accepted, any Deposit you pay with the Booking Form will be returned to you. Deposit amount will be arranged between You and the Company before the booking is completed.

3.3 The Theatre hire charges are reviewed bi-monthly and may increase. We will inform you of any changes made during the confirmation of your booking. You have 14 days after this notification to cancel the booking in writing where upon any deposit paid will be refunded without interest.

3.4 COVID CANCELLATION: In the event of a cancellation on the part of the Hirer due to Covid-19, The Company will retain any hire charges until the dates can be rearranged when You are fit and well. Existing contracts and hire fees will remain in place until The Hirer has completed their hire or have decided not to.

4.0 PAYMENT:

4.1 Any additional use of the Theatre by You, outside of the agreed Booking Confirmation must be finalised within 10 days of the first day of the show. Failure to do so will entitle the Theatre to assess the usage and charge appropriately based on that assessment.

4.2 The total amount of the Hire Charges and all other associated costs are payable 14 days before the first day of the show/FWFOU. Failure to do so may incur charges.

4.3 Cheques, money orders and postal orders are not accepted. BACS and cash payments only.

4.4 The Company reserves the right to set off any Hire Charges or other sums due to the Company from you against any sums due from the Company to you.

4.5 Should the hirer not use the booking they will still be liable to a charge.

5.0 CANCELLATION BY THE COMPANY:

5.1 The Company may cancel your booking in circumstances where:

(a) you commit a material breach of these Terms and Conditions, or you commit a non-material breach and fail to remedy it within the time given in a notice from us specifying the breach and requiring its remedy; (b) the Company reasonably believe that you have mis-stated the nature of the Event on the Booking Form. (c) A Force Majeure Event means where the Theatre becomes unavailable for a reason outside the Trusts control, for example: calamity; civil war; terrorism; fire; flood; earthquake; strikes or lockouts; withdrawal of consents or licenses; breakdown of machinery; failure of supply of electricity or gas; government restriction; act of God; necessary and unavoidable repairs or health or safety concerns);

5.2 If the Company need to cancel your booking for any of these reasons, the Company will explain the reasons to you and give you as much notice as is reasonably possible in the circumstances.

5.3 If the Company cancel your booking:

(a) for either of the reasons set out in clause 5.1(a) and (b) above, the Company will be entitled to retain your Deposit and/or Hire Charges. The sum retained will be sufficient to cover the costs the Company suffers because of the cancellation.

(b) for the reasons set out in clause 5.1(c) above, the Company will refund any Deposit or Hire Charges you have paid (or in the case of partial cancellation, a fair proportion of them).

6.0 PERMITTED USE:

6.1 You must not use the Theatre for any purpose other than that stated on your Booking Form. An officer of the Company or a person authorized by the Company may inspect your use of the Theatre at any time during your occupation of the Theatre.

6.2 You must not use the Theatre for the sale of goods by auction to the public without first obtaining the written consent of the Trust, nor must you hold any lottery other than a lottery which is lawful by virtue of the Lotteries and Amusement Act 1976 and any other applicable legislation. You must not use the Theatre for the purposes of gaming without first obtaining the Company's consent and any necessary licence or permit.

6.3 The hirer must ensure that no obscene, indecent, immoral or otherwise objectionable song or representation shall be performed at the Theatre in respect of which the decision of the Company will be final.

6.4 The hirer shall ensure that the emission of noise associated with any function shall be kept at a reasonable level in respect of which the opinion of the Company will be final and binding on the hirer.

7.0 PREMISES LICENCE:

7.1 You must comply with the terms of the Premises Licence held by the Company. This licence is available on request. In addition to this, any extra terms set out by the Designated Premises Supervisor and/or the Personal Licence Holder holding the event must be adhered to.

8.0 EQUIPMENT:

8.1 As part of the Hire Contract the Company will provide you with the equipment set out in Appendix 1.

8.2 You must not obstruct the gangways, aisles, corridors, stairs, vestibules, landings, entrances or exits of the Theatre with chairs, tables, furniture or any other equipment.

8.3 You must not drive nails, hooks, screws, tacks or any similar object into the walls, pillars, wood work, floors or furniture of the Theatre, or otherwise damage the floors, chairs or other furniture of the Theatre.

8.4 You must not bring or install any lighting or heating apparatus (electrical or otherwise) into the Theatre

without the consent and in accordance with the requirements of the Company.

8.5 No open fires, creosotes, petrol or spirit stoves or machinery or any dangerous or inflammable materials or dangerous props should be brought into or used in any part of the Theatre without prior approval from the Company.

8.6 You may not use effects such as smoke, pyrotechnics, strobe lighting, open flame, confetti/snow, CO₂ or oil without the prior written consent of the Company.

8.7 The Company may refuse to allow any article or appliance which may be considered dangerous or offensive to be brought into the Theatre.

8.8 None of the items or equipment in the Theatre must be moved or removed without permission of the theatre manager. Visiting companies should not plan to use items or equipment without prior consent. Consent must be sought 10 days or more before the booked period commences via email to info@53two.com

8.9 The heating in the Theatre is the responsibility of the Company and the Hirer shall request the Company to make any adjustments necessary. No unauthorised person shall interfere with the heating installation.

8.10 If the hirer damages or finds faulty equipment they must immediately report it to the Company in writing or via email.

9.0 MAKING GOOD DAMAGE:

9.1 You must repay to the Company on demand the cost of reinstating all or any part of the Theatre, or any property in or upon the Theatre, which is damaged, destroyed, stolen or removed during the Hire Period or prior to the Hire Period if the damage is in relation to or caused by the hiring. The cost is set by the Theatre and is non-negotiable.

10.0 THEATRE STAFF:

10.1 For any performance, other than where the Company is contracted to provide the House Manager and stewards, the hirer must make sure that there is at least one (1)

competent and responsible persons over 18 years old, to be a steward and work Front of House. This is in addition to the House Manager who must be an adult provided by the Company.

10.2 The Hirer shall acquaint themselves with the standard fire drill procedure. This will be displayed at the door in the venue and made available over email upon request

11.0 REQUIREMENTS AND RESTRICTIONS

11.1 Access - All performers are required to use the main door unless special permission is requested and granted. The Company at all times retain the exclusive right to determine the opening and closing times of and the restrictions on entry to the Theatre.

11.2 Stage and Dressing Areas - Except by arrangement with the Company, no person other than persons with the consent of the hirer shall be permitted into areas other than those that have been hired.

11.3 Conduct and Good Order - You must take every care to ensure that undesirable persons are not permitted to enter or make use of the Theatre, and you are responsible for good order and conduct of all persons in the Theatre at all times during the Hire Period. We reserve the right to uphold exclusions and bans for certain known individuals who have proven to be undesirable and/or a nuisance including if these are a part of The Hirer company/cast.

11.4 Vacation of the Theatre - You must ensure that the Theatre is vacated by all persons at the end of the Hire Period. Any additional time will be charged for. All articles brought to the Theatre in connection with the Event must be removed within the time limit agreed. The theatre space must be returned to the condition it was found in on your arrival. This includes the replacement of all equipment and staging.

11.5 Right of Entry – The Trust reserve a right of entry to the Theatre for any of officers, Police Officers, Fire Officers or any person authorised by the Company by any of them in pursuit of their duties at all times.

11.6 Complaints - Any complaint about any of the arrangements made by the Company in connection with the Event should be directed in writing in the first instance to the Company Director, Simon Naylor, within 7 days of the cause of such complaint arising.

12.0 LIMITATION OF LIABILITY:

12.1 Neither party excludes or limits liability to the other party for death or personal injury caused by negligence, for fraud or fraudulent misrepresentation nor where liability cannot be excluded or limited as a matter of law.

12.2 The Company are responsible for losses you suffer as a result of the Company breaching our obligations under the Hire Contract if the losses are a foreseeable consequence of the Company breaching those obligations. The Company are not responsible for indirect losses which are not foreseeable by you.

12.3 It is your responsibility to ensure that the Theatre is suitable for the Event. If you wish to check the suitability of the Theatre prior to applying you should contact the Theatre to make arrangements to view the Theatre in person.

12.3 Every visiting company must complete a Risk Assessment form and sign a Fire Safety document within Appendix 5.

13.0 INTELLECTUAL PROPERTY:

13.1 You must ensure that no work in which copyright exists:

13.1.1 is performed unless written permission has been obtained from all copyright owners; or 13.1.2 is broadcast, unless specific consent to broadcasting has been obtained.

13.2 You are responsible for and must pay any and all taxes or royalties chargeable or payable in respect of the Event.

13.3 Performing Rights Society Licence

13.3.1 The Company is responsible for the Performance Rights Society (PRS) dues with the

exception of Interpolated music. The hirer must ensure that Interpolated Music dues are paid. The Company will not accept any liability for unpaid dues. Details on Application for Dramatic Rights Authorisation can be accessed here: <https://pplprs.co.uk/business/theatres>

13.4 The Company reserve the right to require the Hirer to provide the Company with a copy or sight of any show licence.

14.0 HEALTH AND SAFETY:

14.1 You must acquaint yourself and comply fully with all applicable Conditions and Rules of Management for Places of Public Entertainment, in particular (but without limitation) regarding the use of non- flammable or flame-proofed materials for scenery, curtains, drapes or set-dressing etc. If you have any queries in this respect, you should contact the Company. Every visiting company must complete a Fire Safety document within Appendix 5. This must be returned to the Company before your event commences. Failure to do so may result in the Company cancelling your booking.

14.2 You must also comply with the requirements of Health and Safety at Work Act 1974 (and all future amendments thereto), in particular (but without limitation) the need to provide confirmation that all equipment used for the Event complies in all respects with required Codes of Practice (for example, that all electrical items have current PAT testing certificates, hazardous substances have appropriate COSHH documentation and that the entire Event has suitable Risk Assessment Records). If you have any queries in this respect, you should contact the Company. Every visiting company must complete a Risk Assessment form within Appendix 5. Failure to do so may result in the Company cancelling your booking.

14.3 You and all persons authorised by you to be in the Theatre, or who are there in connection with the Event, must follow the following safety rules at all times:

14.3.1 Do not place any obstructions in passages or obstruct access to all places of

work in any way. 14.3.2 Clean up any spillages on floors immediately.

14.3.3 Do not allow the cables of machinery, electrical appliances and telephones etc.

to trail on floors where they are likely to cause a tripping hazard.

14.3.4 Do not obstruct fire exits or access to fire-fighting equipment and ensure that you know how to use the equipment. Do not wedge open fire check doors.

14.3.5 Make sure you know the evacuation procedure in case of fire and all means of escape from the building.

14.3.6 Do not try to lift or carry any load that is too heavy or bulky: get help. Make sure you can see over any load you are carrying.

14.3.7 If you have to climb, use suitable ladders and ensure they are properly secured at the top and/or bottom. If this is impractical, a person must foot the ladder at the base. Do not use chairs, boxes etc. 14.3.8 Keep articles of clothing and other combustible materials away from open fires, electric or gas heaters and naked light bulbs.

14.3.9 Do not attempt to install or service electrical fittings or equipment. This must only be done by a competent electrician.

14.3.10 Any equipment brought into the Theatre must be set up by a qualified person and the equipment is the responsibility of that person or their authorized representative.

14.3.11 Remove plugs from sockets before cleaning appliances. Report any defects and faults with appliances to the Theatre Managers immediately.

14.3.12 Protective clothing and equipment must be worn at all times when doing work of a hazardous nature. 14.3.13 Make sure that all machinery guards are in position and correctly adjusted before using any dangerous machine.

14.3.14 Make sure you know the person responsible for the first aid equipment and where the equipment is kept.

14.3.15 Report any dangerous conditions to the Company.

14.3.16 Accidents, no matter how small, must be recorded in the Theatre Diary which is located in the Theatre office.

14.3.17 No work including setting of scenery is to be carried out by any person working alone. 14.4 A copy of the Company's Risk Assessment can be found within Appendix 5.

15.0 GENERAL INFORMATION

15.1 Any notice or other communication given under these Terms and Conditions shall be in writing and shall be served by delivering it personally or sending it pre-paid recorded delivery or registered post or E-Mail to the address and for the attention of the relevant party

as set out in clause 15.1.2 to 15.1.3 below (or as otherwise notified by that party). Any such notice shall be deemed to have been received:

15.1.1 If delivered personally, at the time of delivery;

15.1.2 In the case of pre-paid recorded delivery or registered post, 48 hours from the date of posting; or 15.1.3 In the case of E-mail, at the time of transmission.

15.2 For the purpose of clause 15.1 the address is: 53two, Arch 19, Watson St, Manchester, M3 4LP. Email: info@53two.com.

15.3 Your address for the purposes of clause 15.1 shall be as stated on the Booking Form, unless you notify us otherwise.

15.4 Notice given under these Terms and Conditions shall not be validly served if sent by email.

15.5 No variation of these Terms and Conditions shall be binding upon You or the Company unless it is in writing and signed by both parties. Any such variation shall be particular to the circumstances and shall not be regarded as a general variation.

15.6 The failure of either you or us to insist upon strict performance of any provision of these Terms and Conditions, or the failure of either you or us to exercise any right or remedy to which we are entitled, shall not constitute a waiver thereof and shall not cause a diminution of the obligations established by these Terms and Conditions.

15.7 Subject to the specific limitations set out in these Terms and Conditions, no remedy conferred by any provision of these Terms and Conditions is intended to exclude any other remedy except as expressly provided for in these Terms and Conditions and each and every remedy shall be cumulative and shall be in addition to every other remedy given there under existing law or in equity by statute or otherwise.

15.8 If any provision of these Terms and Conditions is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if these Terms and Conditions had been executed with the invalid, illegal or unenforceable provision eliminated.

15.9 You may not transfer the benefit of the hiring or sub-let the Theatre without our written consent. We will not unreasonably withhold or delay such consent nor will we subject it to any unreasonable conditions or stipulations.

15.10 The Hirer must ensure that all persons involved with technical equipment or working back stage must be 18 years old or older.

15.11 A person who is not a party to any contract under these Terms and Conditions has no right under the Contracts (Right of Third Parties) Act 1999 to enforce any term of these Terms and Conditions but this does not affect any right or remedy of a third party which exists or is available apart from that act.

15.12 These Conditions shall be governed by and construed in accordance with English Law and each party hereby submits to the exclusive jurisdiction of the English Courts.

15.13 Without prejudice each and every clause herein the Hirer must comply with all laws and Bylaws.

Explanatory Notes

We are pleased to offer a venue in a superb setting for your event.

53two comprises you primarily of 2 spaces; our bar/café area and 'pop-up' studio space for rehearsals, meetings, performances etc. Both venues can work independently or be used together for a larger event.

Our main theatre studio of up to 85 seats is used primarily for theatre shows. The seating banks and steel deck can be removed so the space can be used as a hall, wedding venue, gig space.

The bar is a smaller venue for smaller events, meetings, parties and cabaret style performance, podcasts etc.

The Theatre venue can be configured differently and the Hirer can make use of equipment as listed at the end of this document

Additional equipment can be hired in upon agreement from the Company. A full tech spec

can be found at the end of this document.

The Theatre is available to apply for hire for commercial, professional, amateur and community performances, arts and educational organisations, conferences, training sessions, gigs, meetings, private parties and similar events. However, we will take into consideration for “nightclub style” events, the number of patrons, type of music and more before accepting an application. It should be noted that the Theatre is not designed for these type of functions.

Application process:

Please read through this entire application pack, including Hire Terms and Conditions. If you have any queries or wish to book the Theatre then please contact the Company to check the availability of your preferred dates. If your dates are available they will be provisionally held - subject to the Company’s discretion - for a maximum of 14 days or until you have submitted your formal Booking Form - disclosing full details of your proposed event and, having communicated with the Company, the individual details and requirements of your Hire.

Your booking is only confirmed once you have received confirmation from the Company, and both parties – You and the Company - have a signed Booking Form including the Theatre’s Hire Terms and Conditions, copies of any licences required and deposit. Any communications regarding changes to these Terms are Conditions are non-binding unless the amended Theatre Hire Terms and Conditions have been signed by both parties. The Company reserve the right to uphold the decision.

Your application form can be submitted to 53two by post to The Venue Manager, 53two, Arch 19, Watson St, Manchester, M3 4LP.

General Notes

1. You can apply to hire the Theatre up to 12 months in advance. For some events you may also arrange with the Company to hire the Theatre on a monthly or more frequent recurring basis
2. Before you submit a Booking Form, you should request confirmation from the Company of (1) the Hire Charges payable for your proposed hiring; (2) the method of payment that you should use; and (3) the amount of Deposit required with your Booking Form. The Company will confirm this in writing or via email.
3. In light of the limitations on

liability contained in the Terms and Conditions of Hire, we strongly recommend that you obtain cancellation insurance.

4. A bar service is available for and will be open for public performances. We reserve the right to be the sole supplier of alcoholic and non-alcoholic refreshments and confectionery, ices etc. at all Events. No alcohol may be brought on to the premises without consent of the Company.

5. It is the duty of the Hirer to ensure that

A: the maximum audience capacity does not exceed the agreed with the Company

B: the maximum number of performers and chaperones does not exceed that agreed with the Company.

6. The Box Office in the theatre foyer is available for performance nights only. Tickets may be sold through independent ticket sales that the Hirer has organised or through the Company for a fee. 7. If you require Box Office staff please notify VT by completing the Booking Form accordingly 8. Technical staff or tech trained staff members will be available to advise and supervise the get in, fit up, technical rehearsal and each performance or presentation. We do not provide technicians however, can suggest a technician should you require one. These negotiations take place outside of the Company. One member of our staff must be in the building for the duration of a performance in order to comply with our fire evacuation policy. Their role is solely to assist in the running of your show and to ensure that safe working practices are adhered to at all times. Any additional required support or services involving staff will be charged and needs to be discussed at the time of booking; 9. All hirers will be provided with the necessary telephone numbers for the Theatre technical staff once the booking has been confirmed and the Booking Form and deposit received. This will ensure you have an understanding of all the technical requirements and schedules that need to be considered and all potential costs involved;

10. Hirers have access to all sound, light and stage facilities as agreed in their contract, and may operate the equipment themselves under the supervision/with permission of the Theatre's Technical Staff or a person approved by the Company.

11. Use of the dressing area is included in the hire. Food and drink is not to be left in the dressing areas over-night unless it is properly sealed and any open food left will be disposed of.

12. The Company does not provide Security staff. If a hirer feels that Security staff are

required, this needs to be discussed at the time of booking, and will be at the cost of the Hirer; the Company reserve the right to insist on the Hirer using security staff should they feel it necessary.

13. The Theatre does not provide, and is not responsible for, chaperones or safeguarding of minors and vulnerable adults or any other direct supervision of cast.

14. Cleaning on a daily basis (usually morning) of auditorium and all front of house areas is carried out. If you require cleaning out of the specified time it will be recharged accordingly, and must be notified at time of booking. If your event requires additional cleaning, this will need to be discussed.

15. Hires for public performances will be included in any printed publicity free of charge, on our website and in any advertisement. Other events will be included, subject to a nominal cost and available space at time of going to print provided that details are received by publication deadlines.

16. The Company will not produce nor is obliged to distribute publicity materials on behalf of hirers. However supplied materials may be displayed in the foyer and box office areas at the discretion of the Company, subject to the available space.

17. Access to the dressing area backstage is for actors or members of the team authorized by the hirers. We cannot accept any responsibility for the loss or damage of items left in the dressing room areas. areas 18. Normal staging is black box.

19. No fixings to be made into staging or the Theatre walls. The Theatre staff can discuss hanging points on the truss arches if necessary.

Appendix 1 Hire charges

OMITTED – As discussed with The Company.

Appendix 2 Front of House Manager Duties/Procedures

House Managers may consist of Theatre Staff or be a person that the Company has instilled the trust of the position to. The following conditions apply to visiting House Managers/Stewards and Theatre staff; HM1 The House Manager is responsible for managing all Front of House duties and will be in charge of any volunteers You/the Hirers may bring in, in regards to the smooth and safe running of the Theatre. HM2 The House Manager must not act as a steward or sell programmes, raffle tickets etc. HM3 Meet with all the stewards at least 45 minutes before the start of the performance to inform them of their duties – see below HS1 etc. You must be aware of where your stewards are at all

times. HM4 The names of all stewards and other staff must be known by the FOH Manager. All stewards must be at least 18 years of age. All persons selling raffle tickets, programmes etc must be at least 16 years of age. HM5 Make sure that stewards are on duty at all times and that they are all aware of the correct fire procedure.

HM6 Assign each steward to a specific door for evacuation procedures. One steward by the Disabled Toilets must be available at all times to assist with access. The audience cannot access the auditorium until all stewards are in place.

HM7 Make sure that the fire exit signs are clear before the audience is admitted to the auditorium HM8 Know how to contact the stage manager quickly

HM9 Be aware of the technical staff (sound and lighting)

HM10 Be aware of where the first aid staff/boxes are situated

HM11 Greet the audience and look after them in the correct manner.

HM12 No drinking or smoking is allowed in the auditorium and the aisles and stairways must be kept clear at all times. No one is allowed to sit or watch the performance on the stairs or in the gangways

HM13 The exit and fire doors in the auditorium must be unlocked before the audience is allowed into the auditorium and opened at the end of the performance to allow the patrons to exit. The keys are to be placed in the Theatre Office or correct holding place.

Front of House Staff/Stewards

HS1 The House Manager will inform you of your duties

HS2 You will be responsible for manning your assigned door/post. This will include opening to allow patrons to enter and exit. Your specific duties will be explained to you by the House Manager. Before the performances make sure you are familiar with your duties and how you door opens/closes

HS3 Make sure you know the fire procedure

HS4 Keep the House Manager informed should you have to leave your position. You must be available at all times that there is an audience in the auditorium.

HS5 Your duties are not over until the public have left the auditorium and the House Manager confirms that your duties are complete.

Appendix 3 Technical Staff Procedures

Technical staff may consist of Theatre Staff or be a person that the Company has instilled the trust of the position to. The following conditions apply to visiting Technical

Staff and Theatre staff; TS1 Check the stage manager duties

TS2 Be familiar with the fire procedures

TS3 Know how to contact the House Manager

Appendix 4 Fire procedures

FP1 Any person discovering a fire shall inform both the House Manager and Stage Manager. If appropriate they will sound the nearest alarm.

FP2 The House Manager or delegated person will call the Fire Brigade

FP3 The House Manager and Stage Manager will give staff the emergency signal who will move to allocated posts and duties.

FP4 The Stage Manager/Designated Venue Manager/Duty Manager in charge will stop the performance by walking to the centre stage to inform the audience; eg. 'Wonderful people, it is necessary to evacuate the building. Will you please leave the auditorium as directed by the steward and without running, make your way to the NCP Car Park Entrance on Watson St.'

FP5 The steward must put on hi-vis vests, open all exit doors and guide patrons out in a loud firm voice saying 'this way out please'.

FP6 The House and/or Stage Managers are responsible for ensuring that everyone is out of the theatre. The House Manager/Duty Manager/Delegated Venue Manager must check all public toilets including the disabled toilets. The Stage Manager or delegated person must check the dressing rooms and ensure all cast are out of the building.

FP7 The House and Stage Managers or delegated persons must take a roll call of all cast and crew to ensure that all have left the building and are safe.

FP8 The House and Stage Managers must meet the fire brigade and inform them that the building is clear of people or otherwise if someone is thought to be still in the building.

Rehearsals

The above procedure must be followed in the Studio and Theatre in the event of fire alarm.

If a House/Stage Manager is not present then their role is taken by the key holder(s) or principal hirer. It is advisable that a fire drill is carried out to familiarise everyone with the correct procedure and meeting point. The drill must be recorded in the log book behind the bar.

Meeting Points:

53two Theatre/Bar -

NCP Car Park, Watson St. Beyond MCR Gin Bar and before Manchester 235 Casino.

53two Rehearsal Space -

Muster Point outside The Hilton Hotel, Deansgate.

Cast/Crew List:

The company advise that a list of all persons present backstage during a performance is made and fixed to the notice board by the dressing room area.

I (The Hirer)agree to the above terms and conditions as laid out by Fifty Three Two (T/A Fifty Three Two) the Company and Theatre.

Signed.....(The Hirer)

Date.....

Company Signee (Print).....

Signed.....(The Company Signee)

Date.....