



Montgomery Hall Theatre House Rules, Terms & Conditions

For further details on any information contained in this specification, please contact:

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S63 7RD

The producer or representative for each production accepts the venue and dressing rooms in the as is condition. An inspection of the condition of the theatre and dressing rooms will be conducted prior, during & post event. These inspections will include a review of all backstage spaces, exit widths and a discussion of evacuation procedures in the event of an emergency. Inspections can also occur during the reservation period, in addition to the final walk-through.

Any unsafe conditions will be reported to the producer for correction. Failure to correct non-compliant issues may result in a fee or limit the availability or use of the theatre until corrective action has occurred.

Venue

- Anything that might damage the stage or the curtains is not allowed. This includes, but is not limited to paint, glitter, and liquids of any kind (including water).
- Groups are not to impede with the doors or locks to keep the doors from locking under any circumstance, this includes but is not limited to taping the push bars, taping the door-latches, inserting paper or cardboard in the strike-plate hole, etc.
- All load-ins must be made from the service entrance located on ground level via the general foyer, or fire escape entrance to the auditorium. Make sure that any permitted set pieces will fit through standard double doors.
- No alterations or permanent attachment(s) to the venue is permitted, both onstage, backstage or front of house.
- Screwing or nailing anything into the stage floor, flats, borders, walls or ceiling is not permitted.
- Only electrical tape is permitted on the stage deck and walls of the theatre. Gaffer tape, glow tape or heavy adhesive tape is strictly not permitted under any circumstance. Gaffer tape pulls off the paint to the stage and requires the whole stage to be repainted. No other type of tape or fastener is allowed on the floors or the walls of the theatre.
- No tape, push-pins, nails or fasteners of any type are allowed on the floors or walls of the dressing rooms, lavatories, offices, control booths or storage areas.

Props, Scenery and Sets

- Props and scenery are only allowed in permitted designated areas of the theatre and must conform to all fire codes & legislation.
- Use of raised platforms or scaffolding require the approval of the Technical Theatre Manager prior to load-in and are approved on a "per show" basis.
 - Approval may include the necessity of professional rigging services with the expense to be paid by the recognized group holding the space reservation.

Painting and Construction

- Painting is not allowed in the theatre at any time.
- Any spills or accidents must be cleaned up immediately. Permanent damage will result in the group being charged a fee with the possibility of the group not being allowed to use the space in the future.
- Putting pieces together with tools such as hammers or screwdrivers is only allowed in the theatre, however the major building or construction of any items or pieces is not allowed in the Theatre.

Fire Retardant Certification

- Any prop, set or scenery pieces must be flame retardant certified.

Fire Code and Safety

- Open flames, torches, candles, e- cigarettes and cigarettes, etc., are not permitted under any circumstances.
- Explosives, flash powder firearms, etc. are not permitted.
- Smoking and the lighting of smoking materials by actors are not permitted.
- Confetti, balloons, or other materials may not be released within the theater space during a rehearsal. Please speak to a member of staff for usage requirements.
- Nothing is to be hung from pipes or any other equipment within the theatre.
- Fire extinguishers, strobe lights, fire alarm pull stations, exit signs, fire sprinklers and egress paths must be visible at all times; they may not be gelled, obstructed or covered in any way.

Egress Requirements

- A minimum width of 44 inches of unobstructed space is required for aisle ways, walkways and in-between risers.
- All aisles must be kept clear and unobstructed.
- Egress routes are allowed to cross the stage area.

Risers and Audience Seating

- The venue has designated seating plans that have been approved by the local authorities.
- Seating and/or riser configurations must be in compliance with the approved plans. Seating and risers may only be set by house staff.
- The maximum audience capacity is limited to 250 persons.
- The audience must only be seated in designated seating areas.

Housekeeping

- At the end of a event all scenic elements, items and equipment must be removed or discarded by the hiring group.
- Each group is responsible for the general tidying and upkeep of the theatre space, this includes but is not limited to picking up rubbish, clearing out the back stage spaces, returning any equipment used.
- Facilities will oversee the major maintenance and custodial needs of the space.
- Any items that are left behind may incur a disposal charge billed directly to the recognized group holding the space reservation.

Food and Drinks

- Food and beverages are never allowed in any of the backstage spaces.
- Groups are not allowed to have food and beverage in the dressing rooms and entry way unless prior approval has been given.
- It is the responsibility of the group to manage any beverage or liquid-related prop items used within a performance or event.
- Montgomery Hall Theatre operates a no alcohol policy. This means that alcohol must not be consumed by anybody involved in a performance (cast or crew) prior to or

during rehearsals, technical work, or performances. Alcohol is not permitted backstage at any time. Anybody found in breach of this rule will be asked to leave the building.

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General

- Personal items such as speakers, mobile phones, iPods, laptops, tools etc, should not be left unattended in the venue.
- Montgomery Hall Theatre Management is not responsible for any personal items left unattended in the theatre, its dressing rooms, entry-way or its storage facilities.
- Montgomery Hall Theatre is a no smoking or vaping building; this means no smoking or vaping at all, even in our dressing rooms.
- When the house is open, please turn off mobile phones in the auditorium & backstage areas. Technical staff may ask you to refrain from using your phone whilst they are working as the distraction caused by a mobile phone conversation can cause an accident and also interfere with sound equipment.
- When on stage please follow any instructions given by in house staff, they will normally be for your safety.
- We do not allow any unsupervised children on stage or in backstage areas. If you bring children into the theatre, you must accept responsibility for them and provide chaperones in accordance with child protection law.
- All corridors and stairways are to be kept clear at all times. In the backstage areas, a clear walkway of 1.5 metres width must be left at all times. Please don't wedge open any doors in the backstage area.
- Please treat the auditorium with respect. We do not allow feet on seats or any furniture. If you need to run any cables in the auditorium, please seek assistance from our technicians.
- No unauthorised persons should touch any technical equipment. If you need something doing or feel that something is wrong, please ask.
- Under no circumstances must any ball games occur in any of the theatre spaces. This includes and is not limited to, the auditorium, back stage areas, foyer, bar & dressing rooms.
- No items are to be thrown across the theatre at any time. Anyone found violating this may face being asked to leave the theatre and or the production being cancelled.

By signing this document, I hereby acknowledge and agree to the terms of this agreement. I agree to adhere to all requirements set out above by Montgomery Hall Enterprises Ltd. I understand that this agreement will become effective immediately after signing and will run concurrent with all future events post 01/01/2023.

Date.....

Name.....

Signature.....