



Theatre Royal - General User Conduct

It's great that you are bringing your performance to The Theatre Royal again, or for the first time. As professional theatrical venue, specific rules of conduct apply to all persons working onstage or behind the scenes. Please take the time to understand the importance of the following requirements and inform your cast and crew of how they should behave. This is of particular importance for groups consisting of large numbers, young or unprofessional company members.

These are industry standard practices for the safety and well-being of your cast and crew.

We ask that you join us in being positive industry role models and promotes safe industry practices.

IN THE EVENT OF AN EMERGENCY EVACUATION

If asked to evacuate by the SM, or by the automated fire system please leave the building calmly and immediately and make your way to the emergency evacuation point.

- If on or back-stage, this is out via the stage door, meeting down the drive at the white church
- If operating or in the auditorium, act as the audience does.
- The stage manager should ensure the back of house is evacuated before performing a role call from the sign in sheet as well as arranging contact with the FOH party to ensure the safety of operators.

Security / Access

- All cast and crew access must be via the stage door only.
- The Stage door is located at the rear of the building, around past Beaurepaires.
- Your Stage Manager (SM) will be issued with a key and in addition for being responsible for the H&S of the entire company, is tasked with the locking & alarming of the building.
- The back door is on a code lock which change regularly. It will be issued to the SM
- Depending on your company size you may issue all cast and crew with the code to let themselves in; alternatively, one senior member must supervise the door at all times.
- All cast and crew must sign in and out when arriving or leaving the venue - It is a record of occupancy for the event of an emergency, during which the SM is responsible for a role call.

AT NO TIME SHOULD THE BACK DOOR BE LEFT OPEN

This is for the safety of your cast and crew, as well as their and our belongings.

Residents and associates of the nearby mens shelter often loiter in our area.

General Company Conduct

- Young children should be supervised at all times
- The theatre is not a playground, please discourage hyperactive activity backstage.
- No person is to act in any manner that may inflict an injury upon or pose the risk the harming another - Nor in a manner that may cause damage to the building or the properties held within.
- Only technical crew may access the gallery or fly floor walkways.
- Food and drink should not be consumed onstage - unless scripted.
- Care should be taken if eating in the auditorium. Our cleaners only pick up after our audiences.
- Consider lingering aromas on show evenings.
- Dressing room ventilation is an air supply, not an extractor - please consider others and avoid the use of airborne spray products such as deodorants, hair products, glitters or otherwise.
- If you have any concerns during your time in the theatre, talk to your Stage Manager.

Drugs and Alcohol

The Theatre Royal has a zero tolerance towards drug use, and the taking of alcohol prior to engaging in any on or back-stage activities. Any company member found to be under the influence of an alcohol or drug before or during a performance will be asked to leave the premises immediately and may face further disciplinary action.

Health and Safety

- **All company members MUST WEAR FULL COVERED SHOES in the theatre at all times**
Except as performance costuming dictates.
- Build or rigging crew are advised to wear steel capped boots.
- During set building, lighting or fly rigging - only technical crew should be onstage.
- Upon first arrival, or during pack-in or technical periods, never walk onto the stage without confirming it is safe to do so.
- All cast should be fully briefed on the risks and given an induction to any set, structure or other hazardous situation they may have to encounter as part of the performance.
- Any health or safety concerns should be reported to the Stage Manager immediately.

Parking

- There is only one park at the rear of the building allocated for the hirer, the rest are for Theatre Royal Staff (Box Office, Front of House, Bar, Technical and Building Managers).
- Unless during load in/out, No vehicles may park on the yellow lines and a thoroughfare must be maintained for a emergency appliances to reach the loading dock from both directions.
- We ask that company members respect our neighbouring businesses when parking their vehicles.

Technical Systems

- **Only trained persons may use the fly system.**
- **Any adaptations to our technical systems must be reverted prior to company's departure.**
- Industry safe practices must be followed at all times - Failing to uphold these standards may result in disciplinary action against the company and/or individual.
- Equipment found to be faulty or damaged should be reported to the Technical Manager promptly.
- Any house consumables used will be on-charged to the hirer at their respective rates.
- Any movement of overhead bars, regardless of their contents will be called by the fly operator. If you are onstage and someone shouts "Heads up onstage" or "Bar Moving" stop where you are and sight the moving bar. Also respond with an "ok", and inform those who did not hear.

Cleaning

- Our cleaners will empty backstage bins, but are employed to tidy up the auditorium and pick up after our audience, not our users.
- Please all spaces used are left as they were provided to you.
- There are several brooms, dust pans and a vacuum cleaner by the stage level stairwell and rubbish bins throughout the facility. Mops and Buckets are located in the cleaning cupboard (in the front of house, mens disabled bathroom).
- Stage cleaning: Please ensure the stage is swept, and mopped if required.
Always fly the curtains off the floor before cleaning and don't add detergent when mopping.

If you have any questions regarding any of this content, please contact either the Theatre or Technical Manager to discuss.

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