

# Theatre Royal - General User Conduct



Thank you for bringing your performance to The Theatre Royal. Our venue is a unique environment with specific expectations that we require all occupants to adhere to. This document contains the most information for general cast and crew. Please take time to read through these expectations.

This list is not comprehensive. Additional matters will be brought to your attention during briefings by a Venue Technician (VT), your Venue Stage Manager (VSM), heads of departments, or other experienced crew. Our Site Specific Safety Plan also contains comprehensive details on correctly managing the full range of risk-related work in our venue.

## Health and Safety

- Any person entering backstage for their first time must receive a venue induction by a VT or VSM. Induction details may be contained within group briefings.
- All people backstage must comply with the instructions given by a VT or VSM.
- No person is to act in any manner that may risk or inflict injury upon another person, or cause damage to the building or any property contained therein.
- All people backstage must be wearing full-covered shoes - unless dictated by costuming for dress rehearsals or shows only.
- Excluding personal electronics chargers that are taken home, all electrical devices must be deemed visually safe and display a current PAT test tag.
- Build and rigging crew should wear steel-toed boots.
- Outside of rehearsals, never walk onto the stage without first confirming it is safe to do so.
- During set building, lighting or fly rigging, only the necessary crew should be onstage.
- Any person feeling or displaying symptoms of sickness, must not come to the theatre.
- Walkways and access to fire extinguishers and exits must be maintained at all time.

## General Company Conduct

- Young children should be actively supervised at all times.
- Cast are to remain in dressing rooms unless specifically required elsewhere.
- All company members are to use the backstage toilets only.
- Only technical and fly crew may access the dimmer room, gallery and fly floor walkways.
- Food and drink is not to be consumed in the auditorium or onstage - unless scripted.
- Dressing room ventilation is inadequate for more than minimal use of hairsprays or spray-on deodorants etc.
- Any items around the facility that are used or moved during a production must be reverted to the state and location in which they were provided.

## Security / Access

- Cast and crew must only access backstage via the stage door.
- The stage door is located at the rear of the building, around Beaurepaires.
- A Venue Stage Manager must be present if any company member is to access the theatre.
- Any person accessing backstage must sign in and out when arriving or leaving the venue. This serves as a roll-call in the event of an evacuation.
- The stage door must remain closed; or if latched open, must be actively monitored.
- Any person accessing the venue must sign in with the Covid-Tracer App.

## Vehicles & Parking

- There is no general parking at the rear of the theatre. The three parks are reserved for venue staff. These may be used for deliveries, but vacated at the first possibility.
- All other space at the rear of the venue is the property of neighbouring businesses. Please park on the street or in one of the nearby car parks.
- Other than during load in/out, no vehicles may park on the yellow lines.
- Backstage drop-offs should be from the Vanguard street, as turning space is limited.

## Technical Systems

- Only suitably trained and nominated persons may use the fly or technical systems.
- Industry best safe practices must be followed at all times. These are prescribed at our training courses, in handbooks, our SSSP and the ETNZ Guide to Safe Working Practices.
- Technical equipment or systems found (or thought to be) faulty or damaged should be removed from service immediately, and reported to the Technical Manager.
- Consumables used will be on-charged to the hiring company at their respective rates.

## Accidents, Incidents, First Aid & Emergency

- If you witness an accident or discover something that is dangerous, report it to your VSM.
- The 'Something bad happened or looks dangerous' flow chart helps define the best course of action. Copies are located at the SM Panel and kitchenette.
- A first aid kit and H&S report forms are located by the small stairway downstage left.
- Emergency action flip charts located on each level outline the correct course of action for a wide variety of emergency circumstances.

## Construction & Paint

- Painting and Construction should be completed prior to packing in set and props.
- Drop cloths must be used under any brushed or rolled paint touch-ups.
- Spray paint must only be used outside, with suitable drop coverage to factor in over-spray.

## Cleaning

- Unless arranged otherwise, theatre cleaners will empty backstage bins and clean toilets before your season, and prior to every show-day.
- Otherwise, the VSM is responsible that the company collectively maintain the cleanliness of all utilised backstage spaces.
- Brooms, dust pans, vacuum cleaners, mops and buckets are all provided.
- We have a 3-bin sorting system, for clean glass, clean recyclables and general waste. fee's apply if bins or skips require sorting due to cross-contamination.
- The VSM holds keys to the waste skip and recycling hoppers.
- When mopping the stage, use clean hot water only - with no cleaning additives.
- Lift all curtains off the floor surface before mopping.

## Evacuation

Whether instructed by the VSM, or the fire system; leave the building calmly and immediately and do not sign out. Leave via the stage door. If the stage door is obstructed, use any of the foyer doors. Make your way to the emergency evacuation point, in front of Hunters Furniture. Remain there for a roll-call. Only re-enter the building when the fire brigade indicates it is safe to do so.

## Drugs and Alcohol

- There is zero-tolerance towards company members being under the influence.
- Any consumption of alcohol on site must be in accordance with our liquor license i.e. it must be purchased from the bar, consumed in the foyer/auditorium, after completion of production duties.

## Communication

If you have any questions or concerns, please raise these with your Venue Stage Manager. If you feel these are not being dealt with adequately, please contact our Technical Manager.

Thank-you for your time and co-operation.

If you have any questions, please don't hesitate to reach out.

## Technical Manager

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## Theatre Manager

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