

Sundial Theatre Rules 2023/2024

At the Sundial Theatre, either the Theatre Manager or the Lead Technician shall always be onsite during your booking and will always be reachable through the emails below to organise any requirements for your performance. You must contact both the Theatre Manager alongside the Lead Technician when discussing key details of your show dates. The contact emails are as followed:

Rene Tengeline (She/Her/Hers), Theatre Manager - Rene.Tengeline@cirencester.ac.uk

Jacob Gregory (They/Them/Theirs), Lead Technician - Jacob.Gregory@cirencestercollege.ac.uk

Documentation Regulations:

ALL Bookings **MUST** provide relevant, finalised documentation for their performance. Some of these are optional and depend upon the event:

- A Tech Rider is mandatory, and can include your LX requirements, Stage Plot and your Input List,
- A Full Script, Ideally Annotated, OR an LX and SFX Que Sheet,
- If the booking requires bespoke lighting design, a que sheet with the design details clearly presented must be supplied.
- Microphone Plot (if the booking requires use of multiple radio mics)
- PAT Testing Certificates (for incoming electrical equipment),
- Rehearsal Schedule (if booking with us for an extended period). This will be approached on a case-by-case basis.

Booking Regulations:

All external bookings **MUST**, at minimum, supply a Tech Rider **1 month** before the Initial Get-In/Tech Rehearsal/Show Day (whichever comes first). If it is not provided promptly we reserve the right to postpone the show until accurate information about the performance is provided. If music is to be provided, it **MUST** come on a memory stick or be sent through WeTransfer to one of the above emails. CDs will not be accepted.

Bookings for performing arts schools (such as a dance showcase, singing presentation or dramatic work) **MUST** include 2 extra sessions (or one long session) when booking show dates in order for a Technical Que-To-Que with the cast and a dress rehearsal to take place in good time. **These session(s) MUST take place on a different date to the show dates.** These bookings must provide a schedule in writing of their time booked within the theatre. If this is not provided, the Lead Technician will run the order of the day in liaison with the Director. Technical Documentation **MUST** be supplied subject to the same rules stated above.

Internal Events, such as events run by Performing Arts (PA) or the Music Department, are approached on a case-by-case basis so as to fit with the college's calendar and our external bookings. The relevant parties **MUST** make contact with either the Theatre Manager or Lead Technician at least 1 month before the event, either through email or an in-person meeting, to define their requirements and delineate a schedule moving forwards.

PLEASE NOTE: These booking regulations come into effect with events booked with the Theatre Manager after Jan 1st, 2024, and do not affect bookings already scheduled with us before this date to take place after this date.

Theatre Rules Procedure and Three Strikes Policy:

Theatre rules must be followed by all who use the space for any reason. Failure to comply with these rules will result in a strike. These strikes are logged and cannot be rescinded. If three strikes are reached, we reserve our right to ban any person or group from the venue for any amount of time we deem necessary.

We reserve our right to ban any group or person from the venue **permanently** if such a situation arises.

Sundial Theatre Rules:

- No Smoking inside or near the building; Please use dedicated smoking areas,
- All Staff Members and Visiting company members MUST sign in at the box office and be made aware of these rules, locations of fire exits and the evacuation procedure,
- Any incoming electrical appliance MUST have a valid PAT Test and sufficient documentation should be supplied proving this,
- Any accidents must be reported to the Lead Technician or Theatre Manager,
- All fire exit routes must be kept clear and fire doors must not be propped open or blocked off,
- Access to ladders & working at height MUST be approved and supervised by the Lead Technician,
- The Theatre reserves the right to monitor and, if necessary, limit the sound levels for any given performance,
- No Smoke and/or Haze is to be used until the Lead Technician has been informed,
- No Alcohol to be consumed before or during the event by any staff members or visiting crew,
- All working crew must wear suitable PPE where necessary. The use of steel toe cap safety footwear is mandatory and non-negotiable.
- NO liquids or foods are ever allowed onstage. Use within Productions is prohibited unless approved by the Lead Technician . The only exception is the carrying of water in a water bottle by performers or crew for hydration only.
- NO glass onstage. If it is used during a performance, the Lead Technician MUST be notified and objects must be taped with clear tape to make safe if dropped. |We advise using plastic alternatives where possible.
- Fabrics used onstage as set MUST be fire-proof treated.
- Pyrotechnics, Stage Weaponry and use of fire is strictly prohibited UNLESS proper licences and documentation is presented by the clients ensuring that professional training has been supplied and insurance is present. This MUST be supplied alongside the Tech Rider. Failure to supply proper licensing will result in the show being altered or the entire show being postponed until such documentation can be supplied.
- If fire is to be used during a performance, the Lead Technician MUST be informed within the Tech Rider. During productions, a bucket of sand or water MUST be present and accessible either onstage or immediately in the wings to be used during an emergency. This will be supplied by the venue if the clients do not fulfil this. Failure to notify will result in an instant ban from any future productions being booked with us indefinitely.
- Unless booked into the space, either through an external or internal booking with the Theatre Manager, Site Team or PA Staff, no parties except Theatre Staff, Site Staff or PA Staff may gain entry or be permitted to use the main auditorium, the green room, our black box space or the foyer. Any party found in breach of this rule will be asked to leave the space immediately, and may face an instant and permanent ban.
- No person(s) may touch or operate ANY theatre equipment unless either supervised by an appropriate staff member or volunteer, or given proper training and authorisation by the Lead Technician. Any party found in breach of this rule will be asked to leave the space immediately, and may face an instant and permanent ban.
- The stage space MUST be returned to the same state of cleanliness after each performance/after a run. Any breakages or damage caused by a hiring company may result in a fine.
- Only certain staff members are permitted entry into the Tech Booth. If outside members require access, they must be escorted by an approved member of staff.
- External bookings arriving between 9-4 between Monday and Friday during term time must follow procedure and sign into the college in reception. If you do not sign in, you will be escorted off the premises, or be escorted to sign in. The Sundial Theatre is located within Cirencester College and providing a safe and secure learning environment for the students is our top priority.
- ANY mistreatment of ANY staff members by an external or internal staff member will be approached seriously, and member(s) will be asked to leave the space and may face an instant ban. This will be escalated further within the college if necessary.
- The Sundial Theatre reserves the right to delay any activity that it deems unsafe until sufficient crew can be deployed.