

# *The Assembly Rooms Theatre*

## **Rules and Regulations**

For the hire and use of the Assembly Rooms Theatre,  
Durham, to members outside of Durham University.

***Prepared by Durham Student Theatre in partnership with  
Durham University Estates and Buildings and Experience Durham***



## Introduction

This document outlines the rules and regulations in place for the hire of The Assembly Rooms, Durham. It also contains the forms required to hire the theatre, **these must be returned at least 4 weeks prior to your booking starting.**

We would like to make it clear that the Assembly Rooms is **not a professional theatre**. As a result we are not able to offer the same level of support as such a theatre.

Please note all shows are required to provide a Risk Assessment with the collection of keys, along with the attached contact form.

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## Regulations for Hire

*These regulations will be strictly enforced and any individual or group found to be in breach of them will be liable for a financial penalty. Charges will be levied for any damage caused to, or for the misuse of the Theatre, fittings or contents.*

### General

#### 1. Security

It is essential that the Theatre Co-ordinator is aware of when the premises will be in use, although it is not intended that this should be restricted beyond the details contained in the general information which follows. Arrangements for handing over of the keys should be made with the Co-ordinator **at least one week prior to the period of hire.**

**PLEASE NOTE:** The practice of leaving the front and rear doors, including fire exits, open for long periods is unsatisfactory and places equipment and personal items in the Theatre at risk of being stolen or damaged.

The front door in particular, **must not be left unlocked, except when the theatre box office is permanently staffed by a DST or University representative.**

#### 2. Performance Rights

Hirers of the Theatre are responsible for all payments of Royalties and Performing Rights fees required for the performance of their production. The Licensee reserves the right to request sight of consent given by the rights holder.

#### 3. PPL and PRS

It is the responsibility of the hirer to arrange PPL and PRS licensing for any incidental music, sound effects or similar.

A PPL is granted on behalf of the record producer whereas a PRS licence is granted on behalf of composers and music publishers. Examples include background music at performances; during entrances, exits and intervals. The Licensee reserves the right to require sight of consent given in respect of PRS and PPL.

#### 4. Legal

It is imperative that Hirers of the Assembly Rooms explicitly understand and accept full responsibility for the production and any subsequent legal action arising as a result of any performance(s). The booking will only be accepted by the Licensee on the basis of this understanding. The Licensee may be held personally liable to the Courts for any production that occurs in the Theatre, therefore, retaining the right to cancel or change the content of any performance should it be considered necessary

#### 5. Theatre Licence

Hirers should note that, since the passing of the Theatres Act 1968, the Theatre Licence is issued by Durham City Council. The conditions attached to the Licence will be **strictly enforced** and are outlined in Paragraph 6 (and displayed clearly in the Assembly Rooms). Notice **must be taken** of these conditions, in the interest of all parties concerned and for the further continuing use of the Assembly Rooms.

Particular attention should be drawn to the following:

- a. *"The Licensee or representative appointed by him shall maintain good order and conduct and **will be present** during the time that the premises are open to the public. The appointed person shall not be engaged in any duties which will prevent them from exercising general supervision".*

For this reason we require that at least one member of our trained box office staff are present at all times of performance.

- b. *"A Police Officer, Fire Brigade Officer, or any duly authorised Officer of the Licensing Authority shall be admitted at any time to any part of the premises".*

Durham City Council, Chief Constable and the Chief Fire Officer are notified of the dates of each production and Officers of the Police and Fire Brigade are likely to attend at any time.

Durham University Security, the Durham Student Theatre President or Technical Secretary and Direct Building Services staff also have right of access at any time.

- c. *"Gangways, staircases, passages and exits **must** be kept free from obstruction **at all times**".*
- d. *"Whilst the public are present, no exit door shall be locked or secured so that it may not be immediately opened from the inside".*
- e. *"Explosives, inflammable liquids and other dangerous effects shall not be used, unless prior approval has been provided by the Fire Officer".*

Any requests to use such materials must be made to the Licensee, in the first instance.

- f. *"**The Theatre is closed to the public between the hours of 2am and 11am each day**".*

Whilst the Licence (covering performances) allows performances until 2am without special permission, applications should still be made to the Licensee, **in writing**, for any performance which will finish after midnight. Permission will only be granted if there are special circumstances.

- g. *"No alcoholic liquor or tobacco may be sold or disposed of on the premises. No alcoholic liquor may be consumed on the premises".*
- h. *"All scenery, draperies, properties or decorations must be rendered and maintained satisfactorily fire-resistant".*

All Assembly Rooms scenery is fire proofed. Hirers are responsible for fireproofing all wood and materials brought in for a production at a cost to themselves. All paints must be water-based ie **no gloss paint is to be used**.

- i. *"Fire doors must not be propped open under any circumstances".*
- j. *"The action to be taken in the event of fire shall be brought to the notice of all staff concerned".*

**This action shall be as described in the fire procedure, seen in Appendix A.**

## 6. Promotional Material

No posters, pictures or photographs may be displayed anywhere in the building, unless permission has been granted by the Co-ordinator, however, this does not apply to the external/internal noticeboards in the Assembly Rooms; which may be used throughout the period of hire.

**The attention of all users is drawn to the University's Code of Practice for Display of Promotional Material within the University which came into effect on 1 October 1991, a copy of which is attached as Appendix C.**

## 7. Opening Times

In order that necessary cleaning may be carried out, the Theatre will not be open to Hirers until 9am on weekdays, however there will be limited access to the Green Room and Dressing Rooms on Monday and Tuesday mornings until 11am. The auditorium will be cleaned the morning of your first performance. The Theatre will be open at 9am on Saturdays. Arrangements to use the Theatre at any other time must be made through the Co-ordinator.

The Theatre may be open until 2am on rehearsal nights and 11pm on production nights. Companies will take into account that residents live in the building and no music will be played after midnight. **The Theatre is closed on Sundays to the public, but may be available for use by a theatre company as long as prior permission has been obtained**, and the terms of the license are strictly adhered to.

## 8. Smoking and Drinking

**NO SMOKING** shall be permitted in any part of the Theatre including the foyer, with the sole exception of the stage during performances and **only** if it is an integral and essential part of the production. The Co-ordinator will advise on steps to be taken when lighted cigarettes are to be used on stage. This regulation is a condition of the Theatre Licence and will be strictly enforced. Permission for this must be sought from the Theatre Co-ordinator

**Drinking or eating** is prohibited in the lighting box. There is adequate space in the dressing rooms for consuming any refreshments. **Alcoholic drinks are forbidden at all times in the building.**

## 9. Insurance

Insurance cover is provided to protect property owned by or for which the University is responsible. It does **not** extend to include personal property of staff, students or others. Societies and Groups using the Assembly Rooms who bring equipment into the establishment are to provide their own insurance cover.

All users are to take reasonable steps to prevent loss or damage to the property and contents.

## 10. Emergency Procedures

The fire procedure is outlined in Appendix A, other procedures and first aid are covered in Appendix B. Standing or sitting is not allowed in the aisles during performances, nor may any equipment be placed in the aisles: **for reasons of safety aisles must be kept clear at all times.**

A University telephone is provided outside the Dressing Rooms (ext **41183**). This is for emergency and internal use only. The bell volume may be turned down during performances. It is the responsibility of each group to ensure that the volume is turned up immediately after every performance.

## Technical

### 1. Lighting Equipment

The use of the theatre lights **does not require** the Hirer to obtain further approval, a list may be found in Appendix D. **No** equipment may be brought in externally and used in the Assembly Rooms unless a Portable Appliance Test (PAT) safety certificate is obtained and is within 12 months.

Due to the possible danger involved in handling a 3 phase system, the patch board in the basement **must not be altered by anyone except an Estates and Buildings Electrician**. An explanation regarding its use will be provided on request and at the electrician's discretion, alterations may be carried out. **No cables should be run from, or to, the lighting bars from anywhere else.**

**The theatre is fixed patch**, the theatre uses 16A sockets for all lanterns. The patch layout may be found in Appendix D.

The Hirer must obtain the consent of the Durham Student Theatre Technical Secretary before initially entering the operating box at the rear of the Auditorium, thereafter, the Hirer will have free access during the period of hire. The theatre uses a Zero88 Jester 24/48 for control with Zero88 Chilli dimmer units.

A 5-pin DMX split point may be found behind the DSMs Desk, to use this you must complete the loop.

Stage lights must be de-rigged and returned to the lighting store at the end of show week, except by pre-arrangement with the subsequent group.

The following Regulations relating to the use of electrical equipment must be noted and applied:

- The dimmers are designed to control filament lamps of the same voltage as the supply.
- Pyrotechnics must only be used with the prior approval of the Licensee and the Fire Officer. **Relevant pyrotechnic guidelines must be adhered to.** (Information available from DST). When in use, they should be under the control of someone as near to the device as is practical and with a direct view of it.
- An Electrician, approved by the Licensee, will carry out any repairs on the fixed installation electrical equipment. A member of the *Durham Student Theatre* technical team will carry out repairs on any moveable equipment within the theatre. In an emergency situation the *Durham Student Theatre* Technical Secretary will be given the necessary permission to briefly repair fixed installation equipment in order to allow a show to run. Such permission will not be unreasonably withheld by the Licensee.
- Lighting Technicians must ensure that no more than 10 amps is drawn through each lighting channel (approximately 2KW).
- The Hirer will assume full responsibility for the lighting store cupboard and all equipment in the control box and will also be responsible for the cost of damaged items or any breach of the Regulations. **The Theatre is to be kept in an orderly state at all times.**

Additional equipment may be used free of charge from the Module, a hire system run by Durham Student Theatre. This equipment is subject to availability and **must** be booked through the Durham Student Theatre Technical Secretary.

## 2. Sound Equipment

The theatre uses a Allen & Heath MixWizard 14:2:2, this is located in the lighting box. This is linked to a GB602 300W power amplifier, powering two EV Sx300 speakers permanently located in front of the proscenium arch.

A permanently rigged multicore runs from the stage to the lighting box. 10 outputs are found SR and a further 4 are found SL. A drum based 16/4 multicore may run from the stage to a control point in the auditorium for shows that require it.

Additional cabling and equipment may be used free of charge from the Module, a hire system run by Durham Student Theatre. This equipment is subject to availability and **must** be booked through the Durham Student Theatre Technical Secretary.

## 3. Communications

The theatre uses a TecPro communications system; there are 5 headsets and belt packs available. One of these is permanently placed in the lighting box and another is permanently at the DSMs desk.

Sockets for adding belt packs are located below seat G9, in the Lighting Box, by the DSM Desk and in the fly tower (x2).

These are also linked to a shotgun microphone permanently rigged above the stage for a show relay system with speakers placed in the changing rooms and workshop.

## 4. Scenery

External scenery may be brought into the building. This scenery must be fire proofed prior to being brought into the theatre. The Licensee retains the right to test any scenery brought into the building.

All spray painting must be carried out outside the fire exit of the scene dock for Health and Safety reasons, as long as the paving outside of the Scene Dock is protected.

Paint brushes **must not** be taken into the Changing Rooms, they should be cleaned using the workshop sink.

## 5. The Fly Tower

The fly tower may only be used by those who have been trained by the Durham Student Theatre Technical Secretary or a nominated technician.

The fly-bars **must not be removed** by the Hirers of the Theatre. This must be done by Estates and Buildings staff for which a charge will be made.

The loadings of the fly bars should not be exceeded and is found in Appendix D. Fly bars use hemp ropes and must be lifted and lowered by hand. The lighting bars use steel wires and are on a hand-which system.

The Assembly Rooms has a set of drapes which may be used in the theatre, a list can be found in Appendix D.



## 6. Get-in and Get-outs

We require a trained technician from the Assembly Rooms should be present on the get-in day. They will be paid at £8.50/hr. Any issues or concerns with the technical aspect of the theatre should be voiced to this technician so they may be resolved. Any issues not raised on get-in day to this technician will be resolved as soon as possible, however if you have opted for limited technical support we cannot guarantee a full resolution to the situation during your hire.

All furniture, lights, sound equipment, wood, tools and any other equipment is to be brought into the Theatre by the **back scene dock doors only**. Vans can be parked on Palace Green by prior arrangement with the University Security (0191 334 2222), but must not be left there overnight.

After the final performance, the electrical and audio installations, drapes, scenery and equipment will be returned to their original position in good working order and checked by the Durham Student Theatre Technical Secretary, or a nominated representative of the Technical Board.

## 7. Orchestra Pit

The Licensee will, on request, arrange for alterations from the Apron Stage to the Orchestra Pit : a charge will be made for this for non-student run companies. Charges are detailed in **document 4**.

## *Ticketing and Box Office*

### 1. Capacity and Ticketing

The Assembly Rooms may seat 223 people, a seating chart may be found in Appendix E. Please note that the seats in the theatre are sold unallocated and are not labeled by row or number.

Durham Student Theatre offers a ticket sale and printing service to all hires. This service is online and allows audience members to book tickets and pay using PayPal. Durham Student Theatre will reimburse ticket sales using this system, however it will pass on the PayPal charges and a ticket printing fee of 8p per ticket.

### 2. Box Office

Due to fire regulations a member of trained box office staff must be present for all public performances. They are required to arrive at least half an hour prior to the house opening, they will open the box office at this time and prepare for opening to the public. Any shows not using the Durham Student Theatre ticket booking system should inform the licensee of the ticketing arrangements prior to their first performance. If you are using your own money, you may be required to organize a float.

The box office staff will remain until the public have left at the end of each performance. They will then run through the box office closing procedure.

### 3. Refreshments

Refreshments may be sold at your production given they are obtained from an appropriate wholesale. We offer a bottled-drink fridge and ice cream freezer for storage.

If you do not have access to a wholesaler you may sell Durham Student Theatres refreshments, at Durham Student Theatre prices. However any profit gained from this will be returned to Durham Student Theatre.

## Booking and Charges

### *The Basic Assembly Rooms Hire Package*

#### 1. Facilities Offered

Hire of the Assembly Rooms Theatre will award access to:

- The theatre itself, including use of box office.
- Use of all technical equipment as outlined in this document.
- Technical support guaranteed for first day of hire.
- A member of box office staff for all performances.

#### 2. Costs

The costs associated with the package are as follows:

- Deposit of £100.
- Hire of the theatre: £300 per day, £625 for 3 days or £850 per week.
- Get-in Technician (available for a full day): £100\*
- Box-office staff at £7.50 per hour, with a minimum of 3 hours per performance.

*\*Please note that should the booking not be provided 2 months prior to opening date we may be required to ask Hi-Lights to provide technical support at a higher cost.*

### *Additional Hire Options*

#### 1. Facilities Offered

The hirer may also opt to use the following at additional cost:

- A support technician for the theatre at other times.
- Additional box office staff
- Use of the Durham Student Theatre booking system.
- Removal or rearrangement of apron stage.

#### 2. Costs

The costs associated with the package are as follows:

- Additional technical support at a payment at £8.50 per hour.
- Box-office staff at £7.50 per hour, with a minimum of 3 hours per performance.
- Use of Durham Student Theatre booking system at 8p per ticket and an additional PayPal fee of 3.4% and 20p per transaction for online sales\*\*
- Removal and rearrangement of apron stage will be free give we are informed 14 days prior to your arrival. In other cases a fee of £25 per hour of time required by joiners will be added.

*\*Please note that should the booking not be provided 2 months prior to opening date we may be required to ask Hi-Lights to provide technical support at a higher cost.*

*\*\* Subject to change, please check when confirming hire.*

### *Additional Charges*

Additional charges may be made if:

- Any damages occur as a result of your actions or use of the theatre.
- Any additional cleaning is required.
- Fire equipment is unnecessarily discharged.
- The stage requires repainting following your production.

## Appendix A. Fire Procedure

### *Roles to be assigned*

- **Fire Warden** – A member of box office staff who has been adequately trained
- **Fire Marshall 1** – A second member of box office staff
- **Fire Marshall 2** – An assigned member of stage crew, cast or production team
- **Stage Manager or Deputy Stage Manager** – This should be a member of production team
- **Technician** – This technician should be the technician in the lighting box
- **The Show Fire Warden** – A member of production team who will be there during all rehearsals.

### *Cast Information*

- The cast should be informed that in case of the fire alarm sounding and if it is safe to do so they should proceed to leave the building via the scene dock fire exit and assemble on Palace Green.
- If they are on stage they should exit via the nearest wing. Those leaving via the stage left wing should reach the fire exit using the pathway behind the stage. They must not cross the stage.

### *On the alarm sounding during a performance*

#### The role of the Fire Warden

- Put on your high visibility jacket located in the red box at the top left of the auditorium.
- Proceed to the Box Office and identify the location of the alarm which has sounded by using the fire panel on the wall.
- Identify any possible blocked fire exits. If some may be blocked inform the Fire Marshalls.
- Use the box office phone to call University Security (43333 or 42222). Inform them that the fire alarm is sounding in The Assembly Rooms theatre and that you are evacuating the building.
- If the fire is visible to you follow this by calling 9-999 and notifying the emergency services that there is a fire in The Assembly Rooms theatre, 40 North Bailey, Durham.
- If the fire is not visible then locate the source and determine the action required.
  - If you are comfortable in doing so, tackle the fire using the correct fire prevention method.
  - If it is not safe to do so then call the fire brigade and inform them of the fire.
  - If no fire is found then continue with the remaining steps.
- If it is safe to do so, check that the toilets, workshop and costumes store are evacuated.
- Proceed to the theatre entrance and wait for University Security and/or the Fire Brigade.

#### The role of Fire Marshall 1

- Put on your high visibility jacket located in the red box at the top left of the auditorium.
- Proceed down the left hand aisle of theatre and stand just before the 7<sup>th</sup> row. This row is located by standing on the step prior to the fire extinguisher and the jut in the wall.
- Direct those above you to exit to the rear of the theatre on the right.
- Direct those on the balcony through the exit at the rear on the left.
- Direct those below you exit through the front fire exit.
- Once the theatre is evacuated follow the last audience member through the front exit and proceed to Hatfield Tennis Courts.
- Meet with the other Fire Marshall and ensure through a head count comparison to ticket stub numbers that everyone has left the building.
- If there is a discrepancy inform the Fire Warden at the entrance to the theatre.

### The role of Fire Marshall 2

- Proceed to the backstage tunnel between the auditorium and fire exit.
- Put on your high visibility jacket which is hanging next to the exit from the theatre
- Open the fire exit.
- Assist any disabled audience members out and onto Palace Green. Direct the remaining audience members through the alley where they will be met by the technician.
- Count the audience and await the arrival of Fire Marshall 1

### The role of the Stage Manager

- Switch the working lights on. Calmly walk onto stage and stop the performance.
- Announce calmly "Ladies and Gentleman, due to circumstances beyond our control we must now ask you to leave the building. Please can the balcony audience members exit through the top right fire exit (indicating the lighting box exit) and the remaining members exit through the top left and bottom left fire exits (indicating to them) as directed by our box office staff"
- Close the front of house curtains.
- Assess the fire, if the risk to the flown set is significant then ask the fly man, if there is time to do so, to lower the fly bars and release the ropes. Otherwise the fly bar ropes should be cut.
- If the fire is not imminent, or has already caused issues with dropping the fly bars, tell the fly man to leave and assemble on Palace Green. Inform the Fire Warden that the fly bars have not been dropped once you have finished your other duties.
- If it is safe to do so, check that the cast have left the dressing rooms and collect the sign in sheet(s). Switch off the dimmers and leave the building via the scene dock.
- Perform a role call of cast and crew and inform the Fire Warden of any missing persons. Account for the technicians and crew assigned as Fire Marshalls.

### The role of the Technician

- Turn all stage lights off and house lights on by turning off the lighting desk. Power down all remaining equipment in the lighting box.
- Put on your high visibility jacket located next to the light switch in the lighting box.
- Proceed to North Bailey road and direct both audience members from the main exit and the alley to Hatfield tennis courts. Join with the Fire Marshalls after the audience has evacuated.
- Maintain communication between Palace Green and Hatfield by acting as a runner.

## *On the alarm sounding not during a performance*

### The role of the Show Fire Warden

- Proceed to the stage and identify the location of the alarm has sounded using the fire panel on the wall.
- Identify any possible blocked fire exits. If some may be blocked inform the Fire Marshalls.
- Using the phone outside the office call University Security (43333). Inform them that the fire alarm is sounding in The Assembly Rooms theatre and that you are evacuating the building.
- If the fire is visible to you follow this by calling 9-999 and notifying the emergency services that there is a fire in The Assembly Rooms theatre, 40 North Bailey, Durham.
- Investigate where the location indicated by the fire panel
- Proceed to the theatre entrance and wait for University Security and/or the Fire Brigade.

### The role of the Stage Manager or Deputy Stage Manager

- Close the front of house curtains. Turn the working lights on.
- Assess the fire, if the risk to the flown set is significant then ask the fly man, if there is time to do so, to lower the fly bars and release the ropes. Otherwise the fly bar ropes should be cut.
- If the fire is not imminent, or has already caused issues with dropping the fly bars, do not give the signal to the fly man. Inform the Fire Warden that the fly bars have not been dropped once you have finished your other duties.
- If it is safe to do so, check that the cast have left the dressing rooms and workshop and collect the sign in sheet(s). Switch off the dimmers and leave the building via the scene dock.
- Perform a role call of cast and crew and inform the Fire Warden of any missing persons.

# Appendix B. First Aid and Emergency Procedures

## *First Aid*

### 1. First Aid Locations

First aid boxes are located in several key areas in the theatre:

- The Scene Dock
- The Green Room
- The Workshop
- The Box Office

### 2. Performing First Aid

All DST box office representatives are First Aid trained and will deal with any incident that occurs to a member of the public whilst the theatre is open for performances.

Whilst the theatre is closed to the public it is your responsibility to provide first aid for any incidents that occurs. The Hatfield Porters, directly opposite the main theatre entrance, may provide first aid should you not have first aid provisions in your company.



**A Defibrillation Unit is located in the Hatfield Porters Lodge.**

**If there is an accident or near miss they should be entered into the accident or near miss books located above the DSM desk.**

## *Other Emergencies*

In case of any other incident or emergency in the theatre then the emergency services may be contacted using the phone outside of the DST Executive office.

**To reach the emergency services dial 9-999, please also then contact University Security on 42222. If you are phoning from an external number please call 0191 334 2222.**

## Appendix C. Codes of Practice for Display of Promotional Material within Durham University

1. The Environmental Protection Act 1990 and its associated Code of Practice for Litter placed a duty on the University with effect from 1 April 1991 to ensure that any property open to the air is kept free from litter. If the University fails in this duty, any individual can take court action, which may lead to a fine of up to £1000.
2. This Code of Practice addresses one particular source of litter, including promotional material for student events, productions, services and elections, where the source of the material is clearly identifiable by virtue of the printed matter on the material.
3. The University acknowledges that promotional material of this matter is a traditional and essential part of student life, but because of the new duties placed upon it by the Act, now has to ensure that such material is distributed, displayed, and disposed of, in such a way that it does not produce a source of litter within the University which has to be cleared by the University, or which may lead to court action.
4. The display of such material on University premises is limited to the following locations:
  - a. Noticeboards within Colleges approved by the Head of House;
  - b. Noticeboards within Departments approved by the Chair of the Board of Studies;
  - c. Noticeboards within other central facilities, including:
    - i. Elvet Riverside (approved by the Academic Registrar)
    - ii. the Library (approved by the Librarian)
    - iii. IT Service (approved by the Director)
    - iv. Science Faculty Office (approved by the Registrar)
    - v. Assembly Rooms (approved by the Operations Manager)
    - vi. Maiden Castle Sports Centre (approved by the Dean of Experience Durham)
    - vii. Dunelm House (various) (approved by DSU)
    - viii. Queen's Campus (approved by the Head of Administration)
5. Under no circumstances is promotional material to be attached in any way to:
  - i. external walls
  - ii. paths, pavements and roadways
  - iii. fences, gates and handrails
  - iv. lamp standards
  - v. trees or plants
  - vi. external doors (see also 6 below)
  - vii. Kingsgate Footbridge
6. For reasons of fire safety and health and safety, no material is to be displayed on : any glazed door; any fire door; obstructing any fire alarm, notice, or equipment; or any light fitting or other electrical equipment.

7. Where the material is displayed in approved areas:
  - i. it is recommended that material should not be displayed **more than 5 days earlier** than the event to which it relates. This need not apply strictly to major events operating an advance booking office system;
  - ii. it is required that all materials removed **no later than two days after** the event to which it relates and deposited of in a proper manner. (In this context it should be noted that the University has a scheme for recycling clean and used paper).
8. Distributors of leaflets and handbills will be held responsible for clearing any which become litter, or for meeting the cost of clearing any such litter.
9. The University has an arrangement for re-cycling clean printed paper, and organisers of events should be encouraged to re-cycle posters and similar material: green bags for this purpose can be collected from the Caretaker's Office at either Old Shire Hall or the Science Laboratories.
10. When booking a venue for an event in University or College facilities, or when arranging an event or election under the auspices of DSU, Team Durham, JCR or other student bodies, individuals will be required to sign an agreement to the effect that:
  - a. they have read this Code of Practice and agree to observe it;
  - b. they, on behalf of all students involved with publicity for the event, undertake to display material only in the approved manner, and to subsequently clear it away as detailed above;
  - c. if they fail to comply with this Code of Practice, or if any of their promotional material has to subsequently be cleared as litter, they personally will be required to meet the cost of the University arranging to clear their material which has become litter, or to pay a fine of not more than £25 (or other such figure as Council may from time to time approve).
11. Responsibility for ensuring compliance with this Code of Practice will lie with the Head of House within the grounds of a College or Society and with the Assistant Director (Facilities) in Estates and Buildings for all other University property.



## Appendix D. Technical Equipment & Information

### Equipment

Our theatre lantern stock includes the following fixtures:

- Profiles
  - Prelude 16/30
  - Prelude 28/40
  - Vision Profile
  - Selecon Pacific
- Fresnels
  - Prelude Fresnel
  - Selecon Acclaim Fresnel
  - CCT Freedom Fresnel
- Parcans
  - Range of lamps, primarily CP62
  - Mixture of 500W and 1000W lamps
- Floods
  - Symmetric 500w

For quantities of each fixture, check with the Durham Student Theatre Technical Secretary. These lanterns are stored in the lighting store and are for theatre use only. Theatre lanterns are equipped with 16A tails, gel frames, and barn doors (fresnels only)

Further lanterns and sound equipment are available from the Durham Student Theatre Module. These must be booked in advance through the Durham Student Theatre Technical Secretary.

### Fly Tower

#### Fly Diagram



**AUDIENCE**

It is normally suggested that borders are put on the fly bar in front of each lighting bar. Usually, fly bar 1 has a 1/8 horizontal black on it, while fly bars 4 and 7 each have 1/4 horizontal blacks on them. The house tabs are centre opening curtains, drawn from stage right (behind the DSM desk).

## Drapes

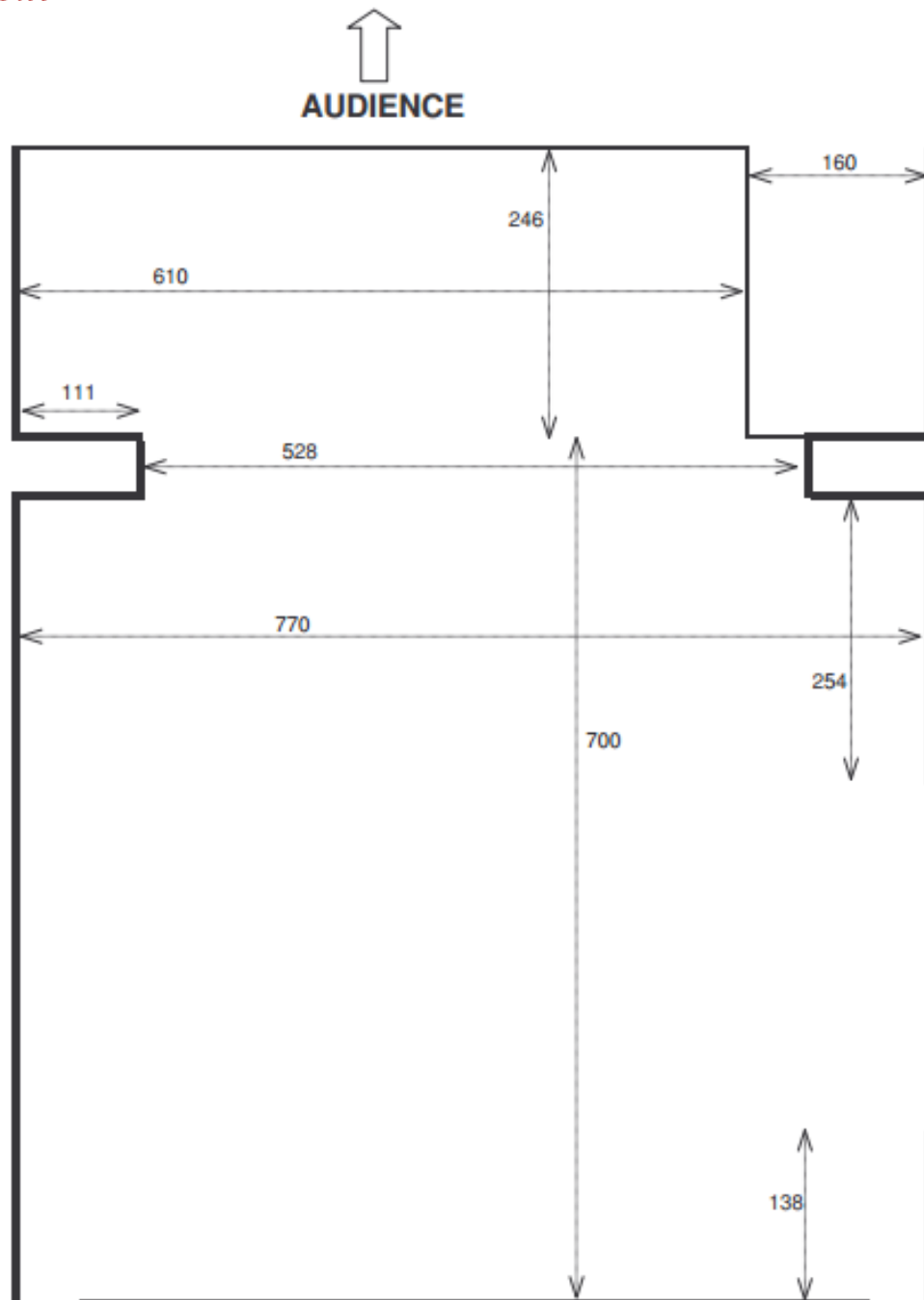
We currently stock the following drapes (all are flat unless otherwise stated):

- 1 Pleated full black
- 1 Full black
- 2 Horizontal half blacks
- 2 Horizontal quarter blacks
- 1 Horizontal eighth black
- 1 Pleated vertical half black
- 1 Full black gauze
- 1 Vertical half black gauze
- 1 Vertical quarter black gauze
- 1 Vertical half white gauze
- 1 Full white cyclorama

## Power

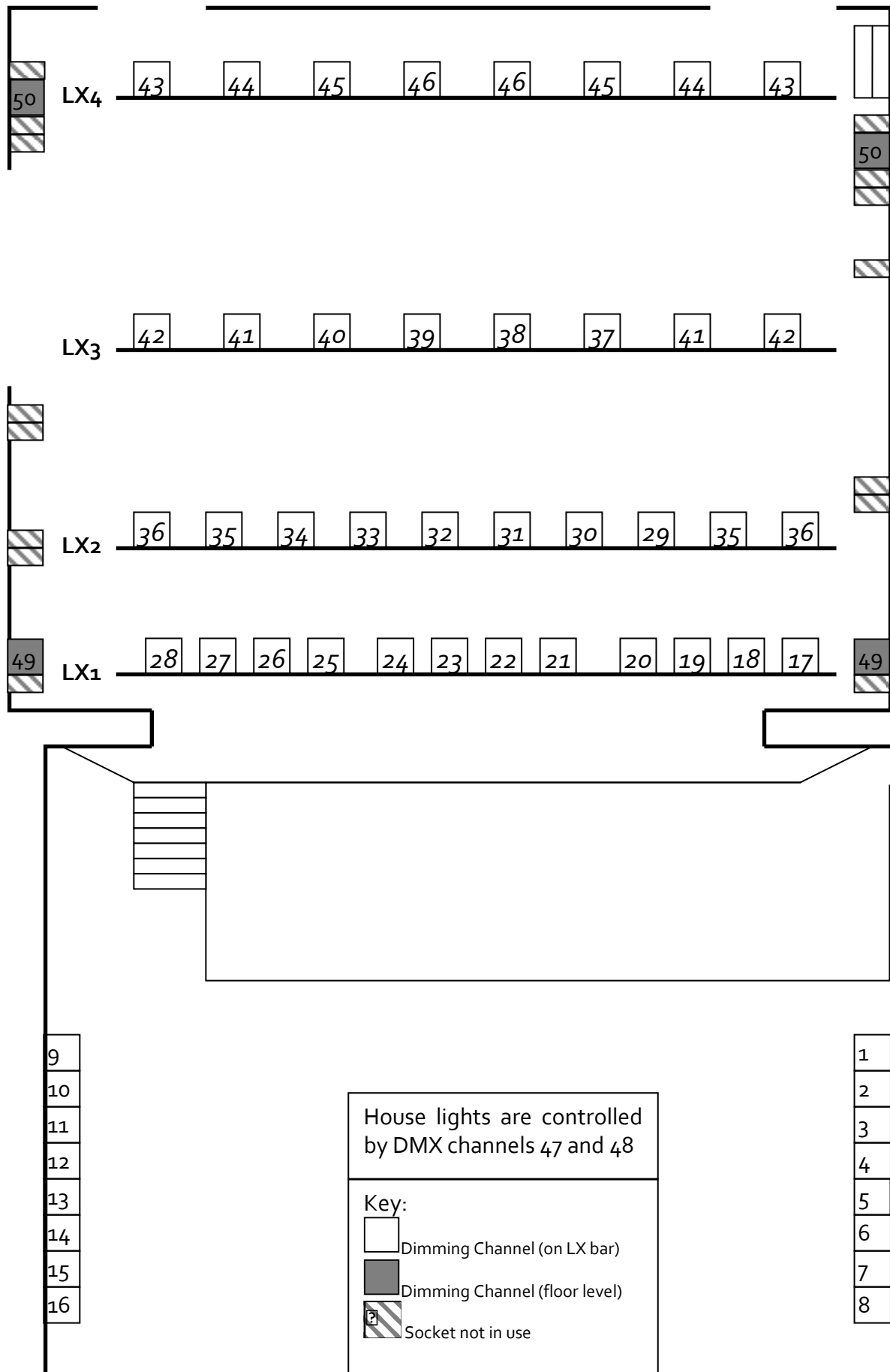
13A sockets are located around the stage on one ring main system. Power rated greater than 13A is not available.

## Stage Layout



(in cm)

*Patch Plan*



## Appendix E. Seating Chart

V	Bench to seat 12											
U		1	2	3	4	5	6	7	8	9	10	<i>Balcony</i>
T		1	2	3	4	5	6	7	8	R	R	
S		1	2	3	4	5	6	7	8	R	R	
R		1	2	3	4	5	6	7	8			
Q		1	2	3	4	5	6	7	8	9	10	<i>Stalls</i>
P	R	1	2	3	4	5	6	7	8	9	10	
O	1	2	3	4	5	6	7	8	9	10	11	
N	1	2	3	4	5	6	7	8	9	10	11	
M	1	2	3	4	5	6	7	8	9	10	11	
L	1	2	3	4	5	6	7	8	9	10	11	
J	1	2	3	4	5	6	7	8	9	10	11	
I	1	2	3	4	5	6	7	8	9	10	11	
H	1	2	3	4	5	6	7	8	9	10		
G	1	2	3	4	5	6	7	8	9	10		
F	1	2	3	4	5	6	7	8	9	10		
E	1	2	3	4	5	6	7	8	9	10		
D	1	2	3	4	5	6	7	8	9	10		
C	1	2	3	4	5	6	7	8	9	10		
B	1	2	3	4	5	6	7	8	9	10		
A	1	2	3	4	5	6	7	8	9	10		
		<b>Stage</b>										

# Assembly Rooms Booking Form



Please fill out this form and return it at least 4 weeks prior to the first day of your booking

## General

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact telephone: \_\_\_\_\_

Period of hire: \_\_\_\_\_

## Production

Title of Production: \_\_\_\_\_

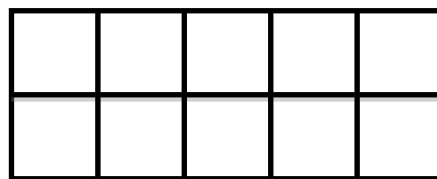
Dates of shows: \_\_\_\_\_

Show start times: \_\_\_\_\_

## Technical

Get-in call time: \_\_\_\_\_ Do you require extra technicians? \_\_\_\_\_  
*(If yes please contact us with additional details)*

The apron stage should be:  Standard  
 Orchestra Pit  
 Other (use diagram)



*Please use this diagram for other. Use H for high, M for medium, L for low and F for floor.*

## Box Office

House opening time: \_\_\_\_\_ Number of box office staff: \_\_\_\_\_

Will you use the:  DST Ticket Booking System  DST Refreshments

## Agreement

I have read and understood the rules and regulations of the hire of The Assembly Rooms, Durham and will abide to these for the duration of my hire.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Assembly Rooms Contact Form



Please fill out this form and return it when collecting keys with your Risk Assessment

## Production Team

Director(s) Name: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Producer(s) Name: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Technical Director(s) Name: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Stage Manager(s)\* Name: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

*\* Person appointed for the maintenance of good order and conduct, as required by the conditions attached to the Theatre Licence, who will be present during the whole time that the theatre is open to the public.*

## Fire Officers

*Please see fire procedure for details of roles*

Show Fire Warden: \_\_\_\_\_

Fire Marshall 1: \_\_\_\_\_

Fire Marshall 2: \_\_\_\_\_

Deputy Stage Manager: \_\_\_\_\_

*If role not taken by stage manager*

## Agreement

I have ensured all names and contact details are correct. I have also ensured that all of the cast and crew, particularly the fire officers, have been briefed on what to do in the event of the fire.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Performance Form



Please fill out this form and return it when collecting keys with your Risk Assessment, **please also attach a list of cast and crew.**

## Theatre Company Information

Theatre Company Name: \_\_\_\_\_

Location of Performance: The Assembly Rooms Theatre, Durham

## PRS Information

*Please list any recorded music in the form below. Please continue any more in a separate sheet.*

<b>Item</b>	<b>Title of Work</b>	<b>Composer/Author/Arranger</b>	<b>Publisher (if known)</b>	<b>Duration</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## Agreement

I have ensured that, to the best of my knowledge, all details on this form are correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_