

SCHEDULE 4
DIRECTORATE OF NEIGHBOURHOOD, LEISURE & CULTURE
CIVIC THEATRE
PRINCIPAL LICENCE CONDITIONS

- All exits and Gangways on the stage in the foyer and auditorium must be kept clear at all times
- No loose seats are allowed in the auditorium other than wheelchairs in the authorised positions
- No standing is permitted in the auditorium
- Smoking is NOT PERMITTED in ANY areas
- The maximum number of persons permitted backstage is 100
- All stage scenery and properties must be suitably fireproofed or inherently fire retardant
- Any equipment brought in must comply with safety requirements This applies in particular to electrical equipment Portable Appliance Test and certificates
- Entry to the Auditorium by valid ticket only except as part of the performance
- Photography and/or electronic recording of the performance is prohibited by copyright and the Protection of Children Act
- No naked lights or pyrotechnics are permitted on stage without the prior approval of the fire officer
- The Theatre is licensed for stage presentations between 0900 hours and 2300 hours only
- **All performances involving children under 16 must be registered with the Council's Education Welfare Service and any children performing more than 4 days in any 6 month period must be licenced under the Children & Young Persons Act 1963.**

NOTE

**The Department of Education and Science rules require that when children are appearing on the stage they must be clear of the Theatre by
2200 hours**

SCHEDULE 5
THEATRE REGULATIONS

- (1) No performers are permitted front of house in costume unless required to do so in the course of the production
- (2) **If a production involves children under 16 it is the responsibility of the Producer to provide a suitable number of registered chaperones at all times the building is in use by the children**
(information available on website www.doncastercivic.co.uk)
- (3) The auditorium must be cleared as soon as the performance has finished
- (4) The daily use rate includes one performance additional performances will incur extra charges
- (5) A rehearsal day does not include a public performance even if no charge is made for admission
- (6) The Producer must abide by all the Council's health and safety regulations and requirements
- (7) All back stage areas must be cleared 30 minutes after curtain down
- (8) All staff and Producers for a production will arrive at the Theatre no later than 35 minutes prior to curtain up
- (9) No alcohol is permitted backstage
- (10) The get out will commence as soon as the last performance has finished
- (11) No items not required for the production may be stored in the Theatre
At the end of the get out all the Producer's scenery costumes properties equipment and other items must be removed from the Theatre
- (12) Dressing rooms will be allocated as agreed with Theatre staff

Backstage areas and dressing rooms should be left as you would like to find them with all litter in the bins provided.