

Regal Theatre Minehead booking form.

This form is for the use of all MATA company and associated groups, and other local groups. Before making a booking the dates must be agreed in advance with Lewis lewisintern@talktalk.net. The booking will only be provisional until the forms have been completed and accepted.

Name of group	Title of Show

Name & Contact details of Director	Name & Contact details of Producer

Dates of performances	Times of performances
From To	Starts Ends

Dates of get-in	Dates of additional theatre rehearsals
From To	
Date of get-out	

Rehearsal dates may be subject to change if a show becomes available. Shows take priority. This usually only applies to rehearsals booked a long way in advance.

During the get-in and rehearsals the key-holder is responsible for ensuring that all doors are properly closed, dressing room and corridor lights, and heaters are switched off, emergency lights are off, and that the front door clicks to lock, before leaving the building. For rehearsals and performances, only the person responsible needs to sign in at the box office, usually the Producer. The company must keep their own register of those attending and leaving, either on stage or in the dressing rooms.

(See ***Protocol for entry and departure from the Regal Theatre***)

Before the first day of your get-in the theatre will be inspected by Sue Swann to ensure that it is fit for purpose. (See ***'Get-in' Checks for MATA Companies***).

After the get-out it will be inspected again, and if there are problems you may either:

- Be called back to put it right, or
- Charged if someone else has to do it.

This form should be signed by the Producer. This signifies that the company agrees to conform with the policies and procedures of the Regal Theatre as set out in this document and as supplied to the company at the time of booking. A copy of the form should be kept by the company.

Signed

Date

The Producer's responsibilities

The producer is responsible for ensuring that performance licences are applied for and received in due time.

Necessary child performance and chaperone licences are a legal requirement. Go to the Somerset County Council link to find out what to do.
<http://www.somerset.gov.uk/childrens-services/employing-children/apply-for-a-child-performance-licence/>.

This is a lengthy process which should be started as soon as the cast is identified. The licences may be applied for by a company safeguarding officer, but the responsibility for ensuring that they are in place belongs to the Producer.

Safeguarding young people

The Regal Theatre is regularly updating its safeguarding guidelines and policies.

Please see all current MATA safeguarding guidelines and policies which should be complied with (also on the Regal Website [www.....](http://www.regaltheatre.co.uk)). ***The Code of Conduct for adults working with young people*** should be signed by the producer of the show and by all principal members of the production working with young people.

If young people take part in a production, there needs to be a parental/guardian consent form in place. (See ***Parental Consent Form for Young People***).

Tickets.

Before tickets go on sale the producer must:

- Confirm any reserved seats e.g. prompt, adjudicator, moderator, with Sue Swann.
- Is there a band, where will it be? If seats need to be blocked out this must be done before tickets go on sale. Even before get-in, as you design your set, think about sight lines.
- If you are filming your show, please inform Sue Swann of date well in advance, in case it affects the sale of seats.
- Any comp seats for any other reason can only be booked through Sue Swann.

During the performances

All gangways must be kept clear of obstructions, and the back yard has also to be clear of vehicles, to enable easy egress in case of emergency.

Risk assessments.

These need to be written for every performance, using the current ***Risk Assessment Form***.

One copy needs to be given, in advance of the show, to our performance H & S person (currently Chris Rendell) who will discuss it with you. On the first night one copy should be given to the theatre manager who will put it in the office for subsequent performances.

Filming

Sometimes it is possible to record a show, but for this you need to obtain a licence. We also need to know about this well in advance so that appropriate arrangements can be made. The licence needs to be displayed at the rear of the auditorium, so that there are no arguments with audience members who may also feel that they can record it.

We also need to know ... At what time the interval begins. This will enable theatre and bar staff to organise their work on performance nights. Please speak as early as possible to the theatre manager on the first performance night.

Is there anything else that you need from MATA to help with your show that has not already been covered?

Technical requirements

Lighting requirements

- Who will light your show?
- Will you need follow spots?
- Do you have any special requirements?

Sound requirements

- Who will operate sound for you?
- What will you need? Please quantify.
- Head mics – how many? (these are hired to you for £2 each per session, plus batteries)
- Mics on stands
- Hand held radio mics
- Sound effects
- Background music
- Show music
- How will these last three be produced? Laptop, CD, minidisc, phone?

Pyros.

Do you hope to use pyros?These need special training/licencing so will only be possible if trained persons are available to operate them. We need to know in advance so that warning notices can be displayed.

Smoke.

Will you be using smoke?.....(At present we do not own a smoke machine, so you would need to hire this.)

We need to know in order to turn off the smoke alarms.

Strobe lighting.

Will you be using this?..... It is important that we know this as notices have to be displayed for H and S reasons.

Set

Will you be painting the back flats?

If yes, the black curtains need to be taken down and carefully folded and stored. They are becoming quite untidy through having paint on them, and other damage. When rehanging they need to be overlapped by one tape distance and the other end

folded back on itself so that the end tapes are hidden. If you are not sure, ask Lewis, or Robert Taylor.

Before rehanging the curtains please repaint the bottom 6 inches of the back flats black as the curtains do not reach the floor.

Set Building

If you want to work in advance outside and use the “garage” you must liaise with Derek Webb. Anyone in the team using the Tallescope needs to be trained and refer to the safe usage guide ***Tallescope Checklist***. The person responsible must fill out the usage log attached to the Tallescope.

Piano

If you want to use the piano, will you want it to be tuned for you? If so this needs to be booked well in advance. The cost, currently £65 per tuning, will be passed onto you. It is usually tuned either on the day of a show, or day before first use. The theatre must be quiet at that time. Tuned?..... Untuned?

Rostra

Do you need the rostra?

If yes, how many?

Rostra can be painted as part of the set but must be painted back to matt black after the show.

Financial Arrangements

Most of our own companies have a long-established agreement, which will continue. If in doubt, or for any new groups, please discuss finances with Lewis.

MATA expects to receive the bar takings and bucket collection each performance. Programme money goes to the company (when they produce a programme). MATA keeps a float for programmes, usually just £1 coins. If your programme will sell for anything other than whole £'s please let us know so that we have the correct change available.

And Finally

Our apologies if you thought that this was a long list of do's and don'ts. We have to follow H and S regulations, and comply with the theatre licence, issued by the district council. We could be inspected at any time and must be seen to be doing all we can to keep everyone SAFE. We also want to make it easy for everyone to get-in and out with as little unnecessary fuss, so by leaving everything right for you, means that it will be right for whoever follows you.

Lewis Lintern

June 2016