



'GET IN' CHECKS FOR MATA COMPANIES

When getting out of the theatre after a show, it is essential that the stage, equipment and working areas of the theatre are left in a state which is ready for the next event to take place in a smooth manner. If the theatre is not left ready for use, companies will be called back to complete tasks, or if necessary, the work carried out on their behalf and a charge made to their show income.

Depending what work has to be carried out the minimum fine will be £25.

Get in/Get out checks will be made by - Sue Swann = to confirm the state of the theatre at the start of the get-in and when the company leaves.

PLEASE APPOINT 'A RESPONSIBLE PERSON' TO BE IN CHARGE OF GET OUTS AND FOLLOW THE LIST.

1.	The surface of the stage should be clean, no paint marks, no adhesive tape of any kind. Do not cut anything on the stage.	
2.	Stage Curtains should be pulled back/protected when set building/painting and should be clean and unmarked.	
3.	Stage and wings should be left clear of personal belongings, props or scenery.	
4.	Stage weights should be put away.	
5.	All scaffolding, ladders and large flats should be replaced and safely secured.	
6.	Chairs which have been borrowed for the production from the bar, back of auditorium, changing rooms must be put back.	
7.	The auditorium will have been tidied after the last performance by FOH. If necessary, after the get-out, vacuum the carpet at the front of the stage to ensure it is clean.	

8.	Make sure refreshment cups, bottles or rubbish are not left in the auditorium, backstage or in the dressing rooms. Empty the bins and take rubbish away. Recycle what you can in the recycle bins.	
9.	Please ensure that all wash basins and toilets are left clean and ready to use.	
10.	Dressing rooms should be cleared of all costumes and left clean, tidy and ready for use.	
11.	If black curtains are taken down at the back of the stage, they must be re-hung in such a way that they overlap (to cover the back flats) and reach the floor, or if not quite, the bottom flats are still painted black.	
12.	Any other curtains used must be taken down and put away where they belong.	
13.	Anything brought up out of the garage should be returned there.	
14.	The outside area next to the garage must be kept clear and safe.	
15.	There is 'NO' on- site parking – drop off only. Park in the road or car park.	
16.	Clean and clear the staff kitchen and bar area. Bar staff will have left the bar area ready for public use. If there is a social gathering, for instance on the last performance night, the bar must be left clear and clean and ready for public use. All dirty crockery should be cleared, washed and put away. There should be no left over food or drink left in bar. All rubbish should be cleared. Nothing	

	left in fridge. Bar/kitchen floor swept.	
17.	On leaving the building-last person out make sure the doors are closed, especially back doors.	
18.	Turn lights out and make sure emergency lighting turned off- The front door =the key switch must be in the locked position. Wait outside front door until you can hear the door click locked.	