

# BLAKEHAY THEATRE

ALL YOU NEED TO KNOW ABOUT HIRING

1<sup>st</sup> April 2023 (V1.2)

## OUR THEATRE

Thank you for interest in the Blakehay Theatre venue.

The Blakehay Theatre has been part of Weston-super-Mare's theatre landscape since 1986 and is owned and managed by [Weston-super-Mare Town Council](#), and is a converted 1850 Baptist Church.

The Blakehay Theatre has three spaces available for hire for either Public or Private use.

## LIVE PERFORMANCE

Our largest space, the [main house](#), is a 207-seat proscenium arch theatre with a tiered auditorium. Every seat in this space has a great view of our floor level stage. Performances at the theatre range from local amateur companies to touring professional productions and we pride ourselves on the range of different genres of performance we can host at the theatre.

For a more intimate performance, we have our [Studio Theatre](#) space which like our main house does have a proscenium arch stage but also has the flexibility to be used in other configurations such as in the round. The studio theatre does not have fixed seating so it can be set up in any configuration. Seating numbers in this venue purely depend on what type of performance space you require.

Our third performance space is our [theatre bar](#) which has a small stage that is great for your stand-up comedy performance, small scale drama production or music act, as well as talks and gatherings!

## FILM SHOWINGS

Our Studio Theatre is also licenced as a cinema and film showings can be made in this space only. The licence is through Filmbank Media and so please bear this in mind if wishing to show any public film screening.

## ROOM HIRE

Our [Studio theatre](#) is available for hire for public classes and is suitable for private meetings and gatherings. The space can be divided into two smaller studios and is very flexible.

Our Theatre Bar can also be used as a meeting space with facilities to link up your laptop to our tv for presentations and training.

We want you to have the best experience possible at the theatre and hope that this guide will give you all the information you need and what we can offer as part of your package. We understand that every production is unique and we endeavour to accommodate any type of performance at the theatre.

If you have any questions or are still not sure about anything within this guide, please do not hesitate to contact us and we will do our best to answer any questions you may have. Or alternatively, feel free to contact us to arrange a visit. As we always think it's best to never go into a venue 'blind' and not sure of what to expect.

***Sally Heath***

Theatre Manager

[blakehay@wsm-tc.gov.uk](mailto:blakehay@wsm-tc.gov.uk)

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## **MAKING A NO-OBLIGATION ENQUIRY**

The theatre is regularly used and gets booked up in advance. We would suggest that you allow 6-12 months from the date of your hire enquiry, however we may be able to accommodate bookings in a shorter time-frame.

As everyone's requirements for hire are different, we create custom charges to meet your requirements. Therefore, to enquire about availability of dates and charges for hiring the theatre, please complete our quick online form at <https://blakehaytheatre.co.uk/hire-us/>

Please note that there are a few things to think about when making your enquiry;

- The start time will be when you enter the building and the end time will be when you will have vacated the building by
- There is a maximum hire per day of 12 hours (within a 12-hour window e.g. 10am – 10pm), for Health & Safety purposes.
- All of our charges are per hour and so part of an hour would be charged at the full hour cost.
- We would suggest a minimum of a 6 hour hire period for a single performance with a 7-12 hour hire period for two performances on a day (i.e. Matinee and evening) dependant on your show.

Once you press send this will automatically be sent to us. From here we will be able to add you to our system and produce a no-obligation quotation for you. (Due to a high rate of enquiries, we will do our best to get this to you within 7 working days of receiving this.)

Once you are on our system, we will email you with a provisional costing (based on the information that you send us) together with our Agreement Form for you to complete.

If we are unable to accommodate the date in which you require, we will be in contact with alternative dates available via email.

Provisional bookings will be held for a period of 14 days from the date the Agreement Form is sent. If after 14 days we have not received communication from you, the requested dates will be released to other enquiries.

It is strongly advised to contact the theatre to book a visit before confirming a booking. Please do contact us at [blakehay@wsm-tc.gov.uk](mailto:blakehay@wsm-tc.gov.uk)

## **CONFIRMING YOUR BOOKING**

You have 14 days from receiving your Agreement Form to complete and return this to the theatre to be able to confirm your booking, unless we have spoken to you.

Our agreement form is a PDF form and we ask that you complete this form in full and email this by return. If you hover your mouse over the different sections, it will give you handy hints on how to fill in the form correctly and any Terms and Conditions associated with that part of the agreement form that you need to be aware of.

Confirmation of bookings *cannot* be completed without a completed Agreement Form, Payment of the Non-refundable deposit, and a copy of your Public Liability Insurance.

Please note that publicity cannot be displayed and tickets cannot go on sale until we have received your imagery for the event including copy (blurb about your show) and three digital images in portrait, landscape and square orientation.

Once we have received this, we will send you confirmation of your booking, and the date is set for your booking.

Any changes to the agreement form must be approved in writing 14 days before the start date.

## CANCELLATION OF YOUR BOOKING

### CANCELLATION BY YOU

You may cancel your agreement up to **30 days before** the agreement period, by giving us written notice of cancellation but any payments made to the theatre will not be refunded.

Any **less than 30 days' written notice**, the entire charge of the agreement will be expected to be paid to the theatre by the company.

If ticket sales for public events have not been satisfactory, then **at least 7 days' notice** will be required from the company to cancel all or part of an event and a fee will incur.

### CANCELLATION BY US

If we need to cancel your agreement for any of these reasons, we will explain the reasons to you and give you as much notice as is reasonably possible in the circumstances.

We may cancel your agreement in circumstances where:

- (a) you commit a material breach of these Terms and Conditions, or you commit a non-material breach and fail to remedy it within the time given in a notice from us specifying the breach and requiring its remedy;
- (b) We reasonably believe that you have misstated the nature of the Event on the agreement, or we reasonably consider that the Event is unseemly, undesirable or carries an unacceptable risk of injury to participants;
- (c) a Force Majeure Event occurs (a **Force Majeure Event** means where the Theatre becomes unavailable for a reason outside our control, for example: calamity; civil war; terrorism; fire; flood; earthquake; strikes or lockouts; withdrawal of consents or licenses; breakdown of machinery; failure of supply of electricity or gas;



government restriction; act of God; necessary and unavoidable repairs or health or safety concerns);

(d) We require the Theatre during the agreement period in connection with Parliamentary or District Council elections, an occasion of national rejoicing or mourning or for a purpose which is of civic or national importance.

(e) There has been an incident in or around the vicinity of the theatre in which it is not safe to be able to open the theatre to public or the company. This can be during before or during the event and is totally at the Duty Manager's discretion and will be final. This will be supported by the Theatre Manager.

(f) The agreement is for a fee from the theatre to the company and there are low ticket sales.

(g) The theatre needs to close due to a public health emergency

#### **IF WE CANCEL YOUR BOOKING**

(a) for either of the reasons set out in clause (a) and (b) above, we will retain your Deposit and Charges.

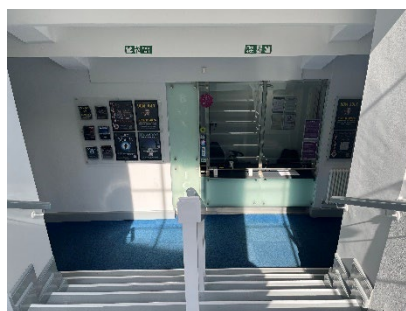
(b) for either of the reasons set out in clause (c), (d) or (e) above, we will endeavor to postpone the event to a convenient date for all parties or refund any Deposit or Charges you have paid.

(c) the theatre will contact the company no later than 7 days before the agreement and the deposits paid will not be expected to be returned.

(d) The theatre will inform you at the earliest opportunity and arrange for the event to be postponed to a convenient date for both the theatre and at the company. If this is not possible, then all payments made will be returned to the company or theatre.

## **OUR SPACES**

### **FOYER & FRONT OF HOUSE**



The theatre entry for patrons is via two front doors, with accessible ramped access available.

Next to the theatre is a 24-hour public paid car park, or there is limited parking on the street outside the theatre.

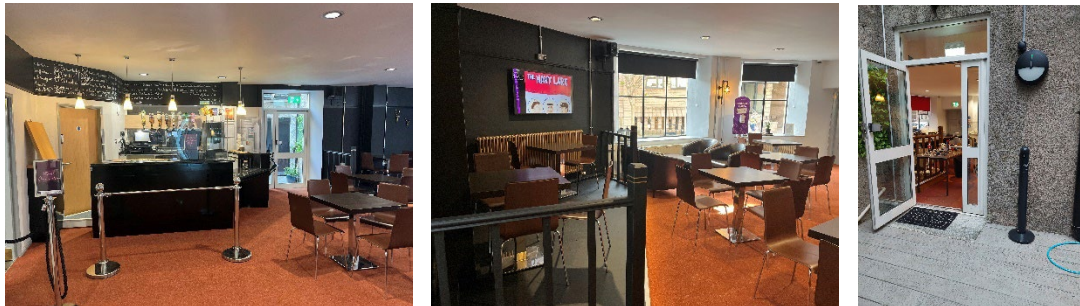
The foyer has a dedicated box office, that is open up to one hour before performances, as well as housing the theatre's toilet facilities including an accessible toilet with baby changing facilities.

Access to the Main House for patrons are via two flights of stairs or our level accessible side access for those seated in rows A & B.

Level access to our Theatre bar is just off the foyer where our dedicated team will provide a bottle bar service, and through the theatre bar is a small outside courtyard for patrons to use.

Access to our Studio Theatre & studios is only via two flights of stairs from the foyer and unfortunately does not have disabled access.

### THEATRE BAR & COURTYARD



Our Theatre bar, not only operates as a licenced bar during performances in our other venue spaces, but can also be used as a venue itself.

Ideal for small performances, as a meeting space or for talks or small parties.

The Theatre bar and courtyard are fully accessible.

Maximum event capacity; 50 (dependant on seating arrangements)

The Theatre Bar has a small raised performance stage in one corner.

There is a TV that can be used to plug in a laptop (HDMI and VGA cables are available)

Please note that the theatre does not have capacity for food preparation, but you are welcome to discuss outside caterers to bring in fully prepared food for your event. We recommend using Clara's Café at Weston Museum for your event needs.

The courtyard lies just off of the bar and is a small decked open aired space that is used as a Smoking/ Vaping Area.

Please note that if a Main House event is taking place the theatre bar will not be available for use.

### MAIN HOUSE



Maximum capacity: 207 (Allocated seating).

Audience access to the Main House is through our foyer and up two flights of stairs for rows C-K. Rows A-C are accessible via a ground floor level corridor and four wheelchair spaces are located in row A on the left- and right-hand side of the auditorium. Stairs descend either side of the auditorium to access each row of stalls.

Allocated seating operates in this venue and we operate a dynamic pricing system with tickets being sold via our box office as well as online via our Ticketsource box office.

#### Seating Capacity of Main House

ROW	STAGE LEFT BANK	CENTRE BANK	STAGE RIGHT BANK	NOTES
A	4	7	4	2 wheelchair spaces SL and SR
B	7	8	7	
C	6	9	6	
D	5	10	5	
E	5	11	5	
F	5	12	5	
G	4	13	4	
H	3	14	3	
I	3	15	3	
J	2*	16	2	*House Seats
K	2*	-	2	*House Seats



S T A G E

The stage is level with Row A but does sit approximately 100mm off the floor. The stage area is 7.87m x 7.6m with the proscenium sitting 4.24m from the back wall. Meaning that the forestage is 3.36m deep. The height to the top of the proscenium is

4.52m and the height to the grid is 4.70m. There is 2.7m of space between the front of the forestage and Row A. This can be used as addition performance space if needs be but please bear in mind that this space is 100mm below stage level and enough space does need to be allowed for audience access.

The Main House does not have a fly system but permanently rigged bars are available to hang cloths, etc from. There are a full set of black surge drapes to create black box as well as red house tabs and pelmet.

Full fresh air ventilation system.

The back wall, which is curved and painted white but can be covered by the black drapes which are attached to a curtain track which runs parallel to the back wall.

A crossover corridor runs behind the back wall, connecting stage left to stage right. Wing space in the Main House is very limited. Stage right has significantly more space than Stage left which is basically part of the crossover corridor. It is advised that you use stage right for your props table and storing of any scenic elements.

Our Main House also has two 'Juliet' balconies. These are located stage left and stage right. The stage left balcony is accessed via a first-floor corridor and the stage right balcony is accessed via dressing room 4 on the first floor.

Hire of the theatre does include the use of our Zero 88 FLX48 lighting desk and the Main House does have a standard lighting rig. This can be altered but must be put back as was during your get out.

A Behringer X32 Compact is permanently installed in the control room and a full PA is included consisting of Left, Right, Centre, Subs and the possibility of up to 6 monitor feeds that can be used for monitoring.


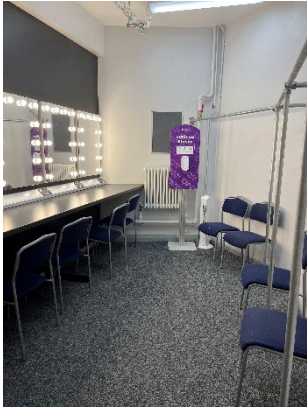


Lighting is operated from the control room at the rear of the auditorium but sound can either be operated from the control room or our external sound desk position which is located outside the control room at the rear of the auditorium to stage right.

#### **DRESSING ROOMS**

The hire of the Main House includes the use of four carpeted dressing rooms.

<b>Dressing Room 1</b>	<b>Dressing Room 2</b>	<b>Dressing Room 3</b>	<b>Dressing Room 4</b>
------------------------	------------------------	------------------------	------------------------



			
<ul style="list-style-type: none"> <li>➤ Max. Capacity of 7 People (7.4m<sup>2</sup>)</li> <li>➤ Stage level</li> <li>➤ Toilet and sink</li> <li>➤ Mirrors and lights</li> <li>➤ Built in costume rails</li> </ul>	<ul style="list-style-type: none"> <li>➤ Max. Capacity of 10 People (10.5m<sup>2</sup>)</li> <li>➤ Stage level</li> <li>➤ Toilet and sink</li> <li>➤ Mirrors and lights</li> <li>➤ Built in costume rails</li> </ul>	<ul style="list-style-type: none"> <li>➤ Max. Capacity of 11 People (11.3m<sup>2</sup>)</li> <li>➤ First Floor level</li> <li>➤ Mirrors and lights</li> <li>➤ Built in costume rails</li> <li>➤ Access to SR Balcony</li> <li>➤ First Floor Toilets</li> </ul>	<ul style="list-style-type: none"> <li>➤ Max. Capacity of 15 People (15.26m<sup>2</sup>)</li> <li>➤ First Floor level</li> <li>➤ Mirrors and lights</li> <li>➤ Built in costume rails</li> <li>➤ First Floor Toilets</li> </ul>

### BACKSTAGE & LOADING

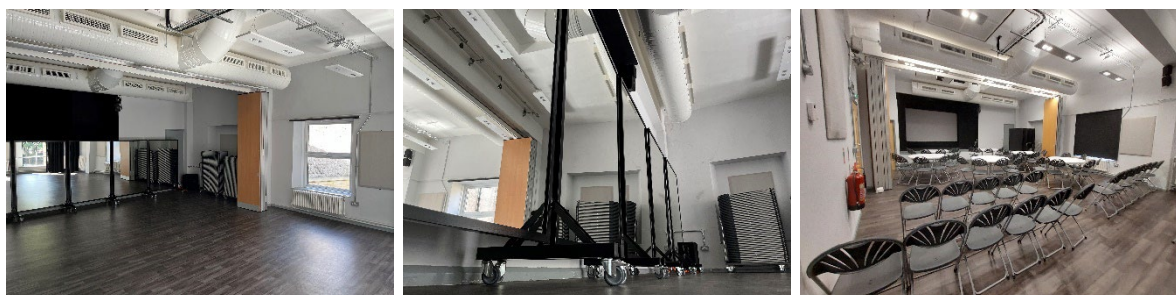
All members of the company must enter and leave through our stage door that can be located at the left-hand side of the building, at the bottom of the lane.

We also have a Green Room located on the First Floor which has a small kitchen and toilet facilities.

Loading can be made from the shared lane at the side of the building, however parking is not permitted in this area.

Full technical information is available in the **FULL THEATRE TECHNICAL SPECIFICATIONS** section of this guide.

### STUDIO THEATRE / CINEMA / STUDIO'S



Our Studio Theatre is located on the first floor of the building and is accessed via stairs in our foyer. Unfortunately, there is no lift available to this space.

The Studio Theatre is a bright and airy space which is used predominately as a teaching space for dance and drama, and is also a Cinema.

Maximum Capacity; 100 People (Dependant on arrangement and activity)

Full Fresh Air Ventilation system and Vinyl flooring

It has a set of black wool drapes & Blackout blind which can be closed to cover the windows to give you a black out in the room.

The space also has a room divider which means that the space can be divided into two rooms for extra teaching provision, or indeed, as two extra dressing rooms for your production in the Main House should you so wish to use them. However, use of the space for this would be in extra hire charge.

The studio has 6 x moveable full-length mirrors.

The studio has a small sound system that can be used for classes, which can be connected to by Bluetooth.

The Studio Theatre has an end on proscenium arch stage. And the performance area is 4.30m x 2.74m. The stage height is 0.64m. The proscenium arch height is 2.72m and the height to the ceiling onstage is 3.25m. There is access to our Main House backstage area, including all the dressing rooms via a corridor located offstage right and a pass door which allows you to come from offstage left and into the studio space itself. The floor level space is 10.36m x 7.25m.

The stage has a false back wall which is painted white but can be covered with black surge or masking flats and a crossover is located behind this false back wall for access from stage left to stage right.

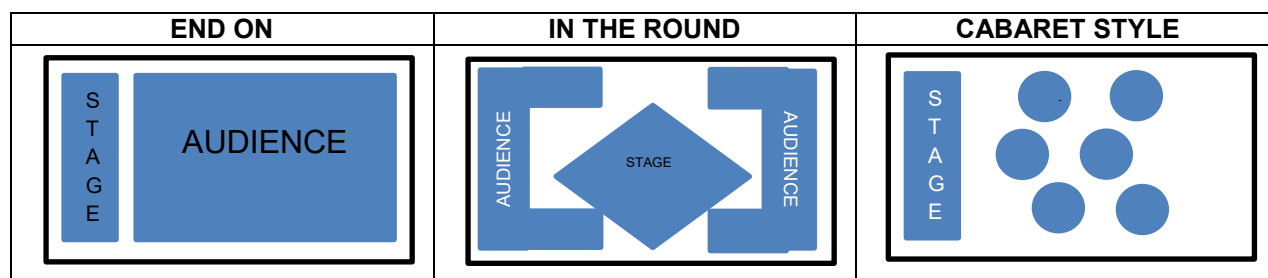
The venue has one lighting bar located mid room and is ideal for providing washes and specials onto the stage area.

There is also a lighting bar located onstage just above the proscenium opening. A PA system is also available.

Please note that due to sound bleed, if a Main House event is taking place the studio theatre and studios may not be available for use.

### *Seating Capacity of Studio Theatre*

The Studio Theatre benefits from having flexible seating and seating is provided using foldable chairs. This allows you to set up your performance space and seating in any way you choose.



Full technical information is available in the **FULL THEATRE TECHNICAL SPECIFICATIONS** section of this guide.

# CHARGES FOR HIRE

(From 1st April 2023)

All of our packages for hire are customisable to your needs, however we know that is important to have an idea of cost.

- Main House Performance – From £120.00 (ph. + VAT)
- Studio Theatre Performance – From £90.00 (ph. + VAT)
- Cinema Event – From £60.00 (ph. + VAT)
- Theatre Bar Event – From £90.00 (ph. + VAT)
- Public Studio Classes – From £16.50 (ph. + VAT)
- Main House Room Hire Only – From £80.00 (ph. + VAT)
- Studio or Theatre Bar Room Hire Only – From £35.00 (ph. + VAT)

## WHAT DO THE CHARGES INCLUDE?

	MAIN HOUSE PERFORMANCE	STUDIO THEATRE PERFORMANCE	CINEMA EVENT	THEATRE BAR EVENT	STUDIO CLASSES	MAIN HOUSE ROOM HIRE ONLY	STUDIO ROOM HIRE ONLY	THEATRE BAR ROOM HIRE ONLY
<a href="#">Duty Manager</a>	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">Housekeeping</a>	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">Additional Housekeeping</a>	£	£	£	£	£	£	£	£
<a href="#">Front of House Team</a>	✓	✓	✓	✓				
<a href="#">Marketing &amp; Promotion</a>	✓	✓	✓	✓	✓			
<a href="#">Digital Imagery</a>	£	£	£	£				
<a href="#">Direct Marketing</a>	£	£	£	£				
<a href="#">Social Media Campaign</a>	£	£	£	£				
<a href="#">Box Office Service</a>	✓	✓	✓	✓	£			
<a href="#">Ticket Sales Reports</a>	£	£	£	£				
<a href="#">Alterations to Tickets</a>	£	£	£	£				
<a href="#">Theatre Bar</a>	✓	✓	✓	✓				
<a href="#">PRS</a>	✓	✓		✓				
<a href="#">Dressing Rooms &amp; Backstage</a>	✓	✓						
<a href="#">Extra Dressing Rooms</a>	£							
<a href="#">Use of Technical Equipment</a>	✓	✓	✓	OR				
<a href="#">Pre-Hire Technical Meeting</a>	✓	✓	✓	✓				
<a href="#">Technical Set-Up</a>	✓	✓	✓	✓				
<a href="#">Operating Technician</a>	£	£	✓	£				
<a href="#">Pre-Hire Set up</a>	£	£	£	£				
<a href="#">Post Hire Tech</a>	£	£	£	£				
<a href="#">Extra Pre-Hire Tech Meetings</a>	£	£	£	£				
<a href="#">Off-Site Tech Meetings</a>	£	£	£	£				
<a href="#">Use of Pyrotechnics</a>	£							
<a href="#">Film Licence set up</a>			£					
<a href="#">Overtime charge</a>	£	£	£	£	£	£	£	£

✓ = Included in Charge, £ = Available at an additional charge, OR = On Request

## FACILITIES & SERVICES

### LICENCING

The theatre has a full entertainment licence NSC/019134 and is licenced for the following activities; Plays, Films, Live Music, Recorded Music, Performance of Dance, Music Facilities, Dance Facilities, Similar Facilities and Sale of Alcohol.

The theatre may operate between the hours of 08:30am and 00:30am, 7 days a week.

These activities may take place between 9am and midnight, 7 days a week.

The theatre bar is fully licenced and may only sell alcohol between the hours of Midday to Midnight, 7 days a week.

The theatre licence **does NOT permit** the following activities; Indoor Sporting Events, Boxing & Wrestling, Light Night Refreshments. If your event may fall into this category a TENS licence will need to be obtained from North Somerset Council, this can be arranged at an additional charge.

As part of our Licence you are requested to respect the needs of local residents and to leave the premises and the area quietly.

### DUTY MANAGER

A Duty Manager will be provided for all hires at the theatre, and will be the companies main point of contact during the hire period.

The Duty Manager will provide access to the building at the start of hire and ensure the venue is clear, secure and on-time at the end of each hire period.

If there are any issues, front or back of house the Duty manager will be the point of contact and is in charge of all Emergency procedures.

The Duty Manager has the final say if there are any issues, and has the power to stop any unsafe or prohibited activity with the full backing of Weston-super-Mare Town Council.

The Duty manager will give clearance to the company for the start of the show as well as the start after the interval.

### HOUSEKEEPING

We will ensure that the hiring space is cleaned before your arrival.

All front of house cleaning will be done daily to ensure that this is welcoming to patrons.

If you are hiring the theatre over several days, the dressing rooms will be cleaned each day by removal of rubbish and the backstage toilets cleaned and replenished.



### **ADDITIONAL HOUSEKEEPING (AC)**

We ask that all areas used are left in the state that they are found.

Hirers will be informed if any excessive cleaning required after the use will be charged for at a set rate.

### **FRONT OF HOUSE TEAM**

Our dedicated Front of House team will be provided for all performances and are trained in Emergency Evacuation procedures to ensure the safety of all. They will take charge of evacuating the building in an emergency.

The Front of House Team will be responsible for Opening the Front of House one hour before all performances and greeting patrons.

The Front of house team will be responsible for opening the house 30 minutes before the event with the say so from the Duty Manager.

They will make announcements over the Tanoy system ensuring patrons are seated correctly.

They will ensure that all tickets are accounted for and correct numbers are received in case of any emergency situation.

The Front of House team will ensure any late-comers are seated as quietly as possible to ensure that the performance is not disturbed.

The Front of House team will ensure that the patrons leave the foyer and that the rubbish and cups are collected and removed from the seating area after the performance. Therefore, we require the Auditorium to be clear 10 minutes after the performance.

### **MARKETING & PROMOTION**

Companies are asked to supply the following imagery with their agreement form;

- Format; PNG or Jpeg
- Size; minimum of 300 dpi (dots per inch)
- Orientation; Portrait & Landscape

\*All events will be added to our dedicated Website at <https://blakehaytheatre.co.uk/>

\*An event will be created for our Facebook Page and we will ask you to co-host this event through Facebook.

\*An event will be created and submitted to the official Visit Weston-super-Mare website <https://www.visit-westonsupermare.com/>

\*4 social media posts; e.g. on sale announcement, 4-6 weeks before, 1 week to go, day before. (Dependant on your audience target this may be over our Facebook, Twitter or Instagram feeds after discussions with our Marketing officer).

\*Printed publicity must be provided by the company to the Marketing officer at the theatre [jasmine.ryle@wsm-tc.gov.uk](mailto:jasmine.ryle@wsm-tc.gov.uk) at least 8 weeks before the event to ensure that this can be distributed and displayed.

The theatre logo must appear on all printed publicity and can be downloaded from our website at [https://blakehaytheatre.co.uk/hire-us/hirers\\_info/](https://blakehaytheatre.co.uk/hire-us/hirers_info/) or please do contact our marketing officer.

We would suggest the following quantities of printed media in portrait orientation to ensure the best coverage for your marketing;

Size	Quantity	Where Displayed	Notes
B2	10	North Somerset Council Boards around Weston-super-Mare & Clevedon.	These are distributed by North Somerset Council
A3	5	Blakehay Theatre Foyer Notice Board, Weston Museum	
A4	25	Weston-super-Mare Town Council Noticeboards around the town as well as inside and outside the venue and our other sister sites.	
A5	100	Flyers: these will be used mainly within the theatre foyer, but we also exit flyer with these at the end of shows and distribute some to Weston Museum for display in Clara's Café.	Printed publicity will also be taken to external events and opportunities we may have e.g. Carnival

Please note that we currently do not produce a seasonal brochure but we continue to explore local advertising opportunities e.g. Local Reach

The theatre sends an E-Newsletter to its 2,000-patron database on the last Friday of each month, and your event will be included in this; once when your event goes on sale and again the month before your show/event.

*\*Not included for Private events unless requested*

### **DIGITAL IMAGERY (AC)**

If you are unable to provide the required digital imagery requested for your tickets and marketing. We are able to help with this at an additional charge, working with our Marketing officer.

### **DIRECT MARKETING (AC)**

The theatre can send a Direct Marketing Email about your show to our database of patrons.

This would be exclusively about your show and you would work with our Marketing Officer on when this would go out and the content.

This would be an additional charge per issue.

### **SOCIAL MEDIA CAMPAIGN (AC)**

An extra 4 social media posts working with our Marketing officer, which can include behind the scenes or meet the cast.

This would be an additional charge per issue.

### **BOX OFFICE SERVICE**

The theatre uses Ticketsource for all of our ticketing requirements. All tickets must be sold through the theatre (even for private hire).

Once your booking has been confirmed, the staff will add your event to our ticket system. This will then produce a link and QR code directly to your tickets, which we will send to you via email. (We strongly suggest that you add the QR code to any printed publicity as this has become very popular since Covid).

We would suggest using our Dynamic Pricing system in order to maximise your income potential and to reach a more varied and diverse audience (please see information at the end of this document).

Tickets will then go live on sale (or on a date specified by you.)

Tickets can be purchased online through our website or are available in person from Weston Museum (Tues-Sat 10am – 4pm). The theatre does not run a dedicated box office at the venue.

A Box Office service at the Blakehay Theatre will be open 1 hour before any performance.

The Main House Accessible seats (A row, 8 x seats) will be available for in-house bookings only, to ensure that these are sold to those that need these, and will then be released for general sale from the Box Office 1 hour before any performance.

Any company complimentary tickets required must be booked via email from the company to [blakehay@wsm-tc.gov.uk](mailto:blakehay@wsm-tc.gov.uk) to ensure that we are handling your ticket sales correctly.

Please note that the theatre does not issue refunds or exchanges on tickets unless the show is cancelled. However, we will resell tickets in the event of a sell out.

The theatre reserves the right to 4 x house seats; these are for late-comers and staff for every performance.

### **TICKET SALES REPORTS (AC)**

We are able to email you weekly reports (usually a Friday) of your ticket sales, so that you are able to track these.

If you would like these, please tick the box on the agreement form.

These are charged per report sent.

### **ALTERATIONS TO TICKETS (AC)**

Once we have sent you a link to your tickets, please do check that all details are correct.

Any changes to the tickets after this, will be charged each time that they are altered.

This includes changes to imagery, blurb, price, date, cancellation or postponement of show (unless out of your control).

### **THEATRE BAR**

Our Front of House team will run the Theatre Bar, this will open 1 hour before all events.

Patrons are allowed to take their drinks into the Main House and Studio Theatre, however we provide reusable plastic cups for this purpose and do not allow glass bottles to be removed from the Theatre Bar.

Patrons can pre-order drinks for the Interval from the Bar or Box Office before the start of the event.

Front of House staff will provide a 20-minute interval serving in the theatre bar, as well as Ice-Creams that will be served from the venue space.

The theatre bar will close after the interval.

### **PERFORMING RIGHTS SOCIETY (PRS)**

This is a standard charge for every show hire that is included in the price.

PRS forms can be downloaded from our website at  
[https://blakehaytheatre.co.uk/hire-us/hirers\\_info/](https://blakehaytheatre.co.uk/hire-us/hirers_info/)

All PRS forms must be received via email to the theatre at least 2 weeks before your event.

### **DRESSING ROOMS & BACKSTAGE (MAIN HOUSE AND STUDIO THEATRE ONLY)**

All company members are expected to enter and exit the building through the stage door (lane by the side of the building) and this will be opened by the Duty Manager at the start time of your hire period.

Included are the use of our four backstage dressing rooms (please see our specifications below regarding capacity).

There is a Green Room with a kettle provided for you to use during your hire period.

There are three backstage toilets (2 upstairs and 1 in-between dressing rooms 1 & 2 on the Ground floor). We ask that all company members use these and not the front of house facilities.

The company are responsible for ensuring that the backstage area is kept secure and that this is evacuated in an emergency.

Please ensure that only PAT tested items are used in the dressing rooms and that lights and plugs are switched off when you leave, and these left in a reasonable state when leaving.

Please note that **NO HOT FOOD** may be bought into or consumed on the premises and no food may be taken into the Auditorium.

#### **EXTRA DRESSING ROOMS (MAIN HOUSE ONLY)**

The theatre has four backstage dressing rooms however the Studio Theatre can be converted into two extra dressing rooms with access to backstage at an additional cost.

#### **USE OF TECHNICAL EQUIPMENT**

Each of the spaces has a set rig and this is how you will expect to find it when you arrive.

It is expected that any changes (extras) to this rig has been discussed with our in-house technician before-hand.

The theatre must be returned to this state by the end of your hire.

Please see venue details on what is available in each space.

Hires include use of the Technical equipment by a competent technician.

Please do not build your set at the theatre, all set must be pre-built before bringing into the theatre. If you do need to 'touch up' set on site, please ensure that this is done cleanly and all tools and paint are not left at the theatre when you are not in the building.

#### **PRE-HIRE TECHNICAL MEETING**

A one-hour pre-meeting at the theatre with our in-house technician is included in the cost, to ensure that any changes or any queries can be discussed before your hire.

Please contact at [rob.heath@wsm-tc.gov.uk](mailto:rob.heath@wsm-tc.gov.uk) to arrange a convenient time.

#### **TECHNICAL SET-UP**

You are welcome to bring in your own technician to the venue, however we include 2 hours of our technician being at the theatre to ensure that any changes are made safely and that your technician is able to ensure they are happy.

### **OPERATING TECHNICIAN (AC)**

The theatre can provide an operating technician for your event, this will be charged per hour for a minimum of 4 hours per technician.

Please be aware that a lighting technician will be separate to a sound technician and a visual technician (projection).

Cinema (film showing only) this price includes an operating technician for a maximum of 3 hours. After this the charge will be per hour per technician.

### **PRE-HIRE SET UP (AC)**

Any alterations to our standard technical rig, curtain set up, layout of room to be ready prior to your hire period will be charged at a set rate per day.

This must be discussed beforehand with our technicians/ manager before confirming a booking as may affect dates with other bookings.

### **POST-HIRE TECH (AC)**

Any alterations to our standard technical rig, curtain set-up or layout of room must be returned to our set state before the end of your hire period.

Failure to do so, or pre-arranged this will be a set rate per day, as may affect other bookings in the venue.

### **EXTRA PRE-HIRE TECHNICAL MEETINGS (AC)**

We include a one-hour meeting with our technician. If you require extra meetings with the technicians this will be charged per hour.

### **OFF-SITE TECHNICAL MEETINGS (AC)**

If you require an off-site meeting with our technician (maybe operating tech to come to a rehearsal) this is chargeable per hour with a minimum of 2 hours per time.

### **USE OF PYROTECHNICS (AC)**

Pyrotechnics are allowed at the theatre with the understanding that these are used safely.

All Pyrotechnics must have a Risk assessment and Safe System of Work that must be submitted to the theatre at least 35 days before the event.

This will then be discussed with our Technicians to ensure this is safe before being submitted to our insurers.

At any point in this process, if it is deemed not safe to use, they will not be allowed (or an alternative suggestion offered).

Confirmation of use of Pyrotechnics will sent to the hirer and test fires must be factored into your time in the building before being used with public.

This is a set charge for this service per hire.

### **FILM LICENCE SET UP (STUDIO THEATRE ONLY)**

As we have a licence for this room, all public showings must go through our licence providers. This will be an extra charge to ensure that this is correct and will be on an individual basis with discussion with the theatre.

### **OVERTIME CHARGE (AC)**

We understand that things happen outside of our control sometimes, but we ask that you try and manage your time as we do not wish to impose this charge.

However, a charge will incur from the time stated on your paperwork for the end of your hire period for all parts of the venue.

## **WHAT CAN I EXPECT?**

We will ensure that we meet all of the expectations laid out in this plan for you and any information we have had through meetings, to make your hire the best that it can be.

We will contact you to arrange the Technical meeting in advance of your agreement period.

You will be invoiced a minimum of 6 weeks in advance of your agreement period from Weston-super-Mare Town Council Finance department.

Our duty manager will be at the theatre during your hire period. We will ensure that any Front of House duties are completed to ensure that all you have to worry about is performing.

After your event, if tickets have been sold, we will send you a Final Event Run Summary of your ticket sales. We will then send this information to our Finance department where your ticket sales and any outstanding hire costs will be independently reconciled and payment will be made to you.

## **WHAT CAN I DO?**

### **MARKETING & PROMOTION**

Do share social media posts to local Facebook Groups and tag in the theatre @BlakehayTheatre or @blakehaytheatre or #BlakehayTheatre for more reach.

There are places around the town in which to be able to hang banners, do get in touch with North Somerset Council for more information, although please do ensure that these are removed straight after your event.

A lot of local businesses are willing to display a poster or take flyers for your show/event. Many of the cafes in the town centre have a community board for this purpose. If you are able to drop in and speak to them directly, this can be an effective way of reaching the community.

In terms of additional local reach, we would advise contacting Weston Mercury (newspaper) who can print or publish content online:

<https://www.thewestonmercury.co.uk/contact/>

Another form of publicity that may work for you is radio advertisement. We would suggest contacting BBC Radio Bristol:

<https://www.bbc.co.uk/programmes/articles/3yqcl0xZjFYrkmTx4FhZWw9/about-radio-bristol>

## **FRONT OF HOUSE**

We currently can not provide a service to be able to sell your programmes in the venue, but you are more than welcome to provide company members of volunteers to do this for you, we open an hour before performances.

Some companies have merchandise tables in the foyer during their performances, if you would like to do this, please tick on the agreement form and we will be able to provide you with a table.

Please note that if any Front of House or Production staff wish to watch the performance, that they are issued with a ticket and enter the auditorium with this to ensure that the Front of House team have correct numbers for any Emergency Evacuation.

## **USEFUL CONTACTS & INFORMATION**

**Booking Enquiries** – [blakehay@wsm-tc.gov.uk](mailto:blakehay@wsm-tc.gov.uk)

**To book a Visit** – [blakehay@wsm-tc.gov.uk](mailto:blakehay@wsm-tc.gov.uk)

**Marketing & Promotion** – [jasmine.ryle@wsm-tc.gov.uk](mailto:jasmine.ryle@wsm-tc.gov.uk)

**Technical** – [rob.heath@wsm-tc.gov.uk](mailto:rob.heath@wsm-tc.gov.uk)

**Box Office (Ticket Sales)** – 01934 645493 (option 2) – Weston Museum

**Box Office Queries** – [blakehay@wsm-tc.gov.uk](mailto:blakehay@wsm-tc.gov.uk) or 01934 645493 (option 1)

**Invoicing & Payment** – Weston-super-Mare Town Council Finance Department - [finance@wsm-tc.gov.uk](mailto:finance@wsm-tc.gov.uk)

**Programming Enquiries** - [sally.heath@wsm-tc.gov.uk](mailto:sally.heath@wsm-tc.gov.uk)

**Downloadable Blakehay Theatre Logo** - [blakehaytheatre.co.uk/hire-us/hirers\\_info/](http://blakehaytheatre.co.uk/hire-us/hirers_info/)

**Weston-super-Mare Town Council Policies** - [wsm-tc.gov.uk/your-council/policies/](http://wsm-tc.gov.uk/your-council/policies/)

**Risk Assessments** - [blakehaytheatre.co.uk/hire-us/hirers\\_info/](http://blakehaytheatre.co.uk/hire-us/hirers_info/)



## **BOX OFFICE SALES & DYNAMIC PRICING**

The theatre uses a third party of Ticketsource for all of its Box Office & Ticketing system.

Tickets are available for purchase online or through Weston Museum. [Please check their website for opening times.](#)

The opening hours of the Box Office at the theatre and will be in line with production start times, but shall normally be: 1 hour before the performance commences (for Studio Theatre events this will be 30 minutes before).

The Theatre shall receive and bank the box office receipts and provide the Company with a sales breakdown after the event.

If you have a private event, we can password protect your tickets and so you are able to give this password only to those that you would like to buy tickets.

## **TICKET SALES TERMS & CONDITIONS**

The following terms and conditions are communicated with all Ticket sales;

### **TERMS & CONDITIONS**

a) Please check before completing your booking that you have the correct tickets, as all tickets are non-refundable\* or exchangeable. \*(Unless the event is cancelled by the venue, when you will receive a refund of the face value of the ticket price.) All of our tickets are supplied as E-Tickets or 'Print at Home'.

b) Please contact the theatre or Weston Museum directly for tickets if you would like to sit in our Main House accessible seating, or if you will need any assistance at the theatre, so that we can ensure that you have a pleasant visit. If you have a service dog, please can you let us know before your arrival.

c) Please note that Babes in Arms classed as children under two years old are free of charge and will not be allocated a seat (unless stated in literature for that performance). Babes in Arms will require a free ticket that must be collected from the Box Office on arrival.

d) Please note which venue the event is being held in as the theatre has three venues and our Studio Theatre does not have disabled access.

e) If you have difficulty with stairs, our seats in rows A & B have flat access into the Main House.

f) Please note that on time limited priced tickets, that these will need to be paid for within the offer time.

g) Please note that online purchases do carry a booking fee.

### **Further Information**

The theatre box office and bar will open an hour before the start of the event, with the house open approximately half an hour before the start of the event.

There will be a 20-minute interval during this performance.

Please note that the use of any recording equipment for this event are strictly prohibited.

Latecomers may be asked to wait until a convenient break in the performance before being let into the theatre, or may have to wait until the interval.

Food and Drink should not be bought into the premises.

The venue is strictly a no smoking or vaping venue, there is a courtyard through the theatre bar that you are welcome to use.

### **DYNAMIC PRICING STRUCTURE**

In line with industry standards, we would strongly recommend using our Dynamic Pricing structure for your event. This promotes equality and diversity, giving people an option to be able to enjoy your performance that may not have done previously.

If you would like some guidance on how to price, please contact us, but please see a recommended example of structure below;

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>	<b>Tier 5</b>
Date(s)	<i>before 60 days</i>	<i>29-60 days</i>	<i>15-28 days</i>	<i>2-14 days</i>	<i>On day before and on day</i>
Premium	£15	£16	£18	£19	£20
General	£13	£14	£16	£17	£18
Standard	£10	£12	£17	£16	£17
Accessible	£13	£14	£16	£17	£18

If you would like to offer a Group Discount, please let us know the terms of this.

### **MAIN HOUSE**

The standard layout below has 207 saleable seats.

Our Red section is our Premium Seating; these are the seats that are commonly sold first - There are 44 seats in this section.

Our Blue section is our General Seating, that are commonly the next set of seats that are sold – There are 86 seats in this section.

Finally, our Yellow section is our General Seating that are commonly sold last -There are 69 seats in this section.

Our Green section is our Accessible Seating that can only be booked through the theatre or Weston Museum, so that we will ensure that these seats are allocated to the correct people that require these. The price bracket for this section is usually the same as our General Seating – There are 8 seats in this section.



## STUDIO THEATRE

The Studio Theatre seating has two standard layouts the Studio Theatre setup has capacity of 100 seats with the Studio Cinema setup has capacity of 75 seats (this is due to the cinema screen being on the back wall of the stage).

There are some restricted viewing seats in the studio theatre layout as shown below, which we would recommend being at a lower price.

The Studio Theatre and Cinema layouts are no colour coded into sections, but let us know how many Premium, General & Standard seats you would like and we will be able to do this for you.

## THEATRE BAR

The theatre bar can be configured in many different ways, from cabaret to aisled seating depending on your event. Please talk to the theatre regarding your event and capacity for this.

# THEATRE TECHNICAL SPECIFICATIONS

It is highly recommended that a site visit is arranged before confirming your agreement.

The company must provide the Theatre with a rider detailing full details of scenery, lighting, sound and all technical requirements relating to the production no later than two weeks prior to the 'get-in' date.

The company must arrange a production meeting either in person or by phone with our technical manager no later than two weeks prior to the 'get-in' date, the meeting must be held within 7 days of the 'get-in' date.

All items listed in our technical specification subject to change at anytime and the Theatre reserves the right to change these specifications without notification. Any additional equipment required by the Company in excess of that available at the Theatre must be provided by the Company at its own expense.

Use and/or management of the Theatre's own lighting and sound facilities shall be only by specific arrangement with the Theatre.

The Company shall, for the duration of the production, be responsible for all scenery, properties, (including costumes, band parts and instruments etc), effects and equipment brought into the theatre premises in connection with the production.

On or before get out, the company shall be fully responsible for the removal of all scenery, properties, effects and equipment brought onto the Theatre premises in connection with the production, failing which same shall be dealt with by the Theatre at its sole discretion.

## *Health & Safety Do's & Don'ts*

The company agrees to;

- To abide by the health and safety policy and statement of the Theatre
- Supply a full risk assessment for every event and read and will follow the theatre's own risk assessments which can be found on our website.
- Agree to abide by and distribute the theatre Emergency Evacuation Plan to the company and ensure that the company evacuate (enclosed below).
- Must not block ANY fire exit routes at any time during the hire of the theatre.
- The theatre may refuse to allow any article or appliance which may be considered dangerous or offensive to be brought into the Theatre.
- Not to alter the lighting, sound, electrical system or fittings of the theatre without the prior consent of the Theatre Technician.

- The Theatre will provide a supervising technician who will be in attendance for the first two hours of your hire to advise upon and show the companies technicians the sound and lighting apparatus.
- The company shall not bring in to the Theatre any noxious chemicals, explosive devices, or such material and equipment which may cause damage to the Theatre or persons present.
- ALL electrical equipment brought into the venue by the company must have an up to date PAT test and be subject to a visual inspection by our technician. This does include any Hair & Make up appliances that may be used backstage. PAT test certification for electrical equipment must be brought to the venue with the company. Failure to do this may result in your equipment not being allowed into the venue, this includes all items used in the dressing rooms including phone chargers.
- The company must ensure that the correct PPE is worn and used at all times by their workers, members, volunteers or associates. The company must provide evidence of adequate working at height training before use of the ladders is permitted. The Theatre or Weston-super-mare Town Council accepts no responsibility for any injuries that may occur due to negligence by the company.
- To keep the stage, the stage area, dressing rooms, green room together with all technical equipment used by the company, clean and tidy and in good working order.
- The company must clear with the technician the use of tape on the stage floor. Failure to do so may result in loss of your damage deposit.
- Not to sue nails, pins etc to any part of the building to secure sets without the prior consent of the Technician, including any Front of House decorations.
- You may not use effects such as smoke, pyrotechnics, strobe lighting, open flame, confetti/ snow, CO2 or oil without the prior written permission from the Theatre Manager (at least 35 days before the event). You **must provide a full risk assessment** with safety zones and details of an experienced handler and may be an additional charge.
- If permission is granted, strobe lights in any area shall not operate at more than five flashes per second. Warning notices must be displayed informing patrons that smoke/strobe lightning is in use. The use of bubble machines is not permitted, the bubble liquid renders the floors very slippery and a serious hazard, in addition can affect the floor surfacing. The use of lasers shall comply with current guidelines. Smoke machines or fog generator shall be sited and controlled so that they do not obscure exit routes or cause a hazard to surrounding curtains or fabrics.
- Please note that **all** company members, cast, crew, set and equipment must enter and leave the theatre by the Stage Door only. The only member of the

company allowed front of house will be the company manager who will be responsible for opening and closing the stage door.

- Companies are reminded that Front of House is controlled by the theatre, and all company members are asked not to enter Front of House, especially when the theatre is open to the public.
- At the end of a performance or event Audience members will be given five minutes to clear the auditorium after curtain down and then they will be asked to clear the space. Company will only be allowed into the auditorium after clearance has been given that all members of the public have vacated the space. All members of the public will be asked to vacate the theatre fifteen minutes after the curtain closes.
- For Fire regulations all members of the company must enter and leave through the Stage Door. On all agreement periods, audience members or parents will be asked to leave the auditorium and foyer and must be told by you the company in advance to collect company members from the Stage Door only.
- Cleaning; we expect that, after hiring, all areas used are to be left in a clean and tidy state. If additional cleaning is required, this will be deducted from your damage deposit.
- Catering/ Food & Drink; Please note that all food brought in must be ready for consumption, as there are no kitchen or preparation facilities available for your use. No foods with strong smells will be permitted to be consumed in any part of the theatre without prior consent from the theatre staff on duty. Food can not be consumed in the Main House or Technical Box unless part of the performance with prior warning and consent from the theatre staff.
- No person other than persons taking part in a performance shall be permitted on the stage or in the dressing rooms, green room or back stage stairways.

#### **MAIN HOUSE TECH SPEC**

- 199 fixed seats plus space for 4 x wheelchairs and 4 x companion at the front of the stalls – Total of 207 seats
- Dressing rooms; Two at stage level which include a toilet, Two on first floor. There is an option to increase our dressing room capacity with a further two (or one large) Dressing rooms in our studio spaces. Please note that these are at an extra charge, and will depend on availability.
- First floor Green room with toilets and basic kitchen facilities.

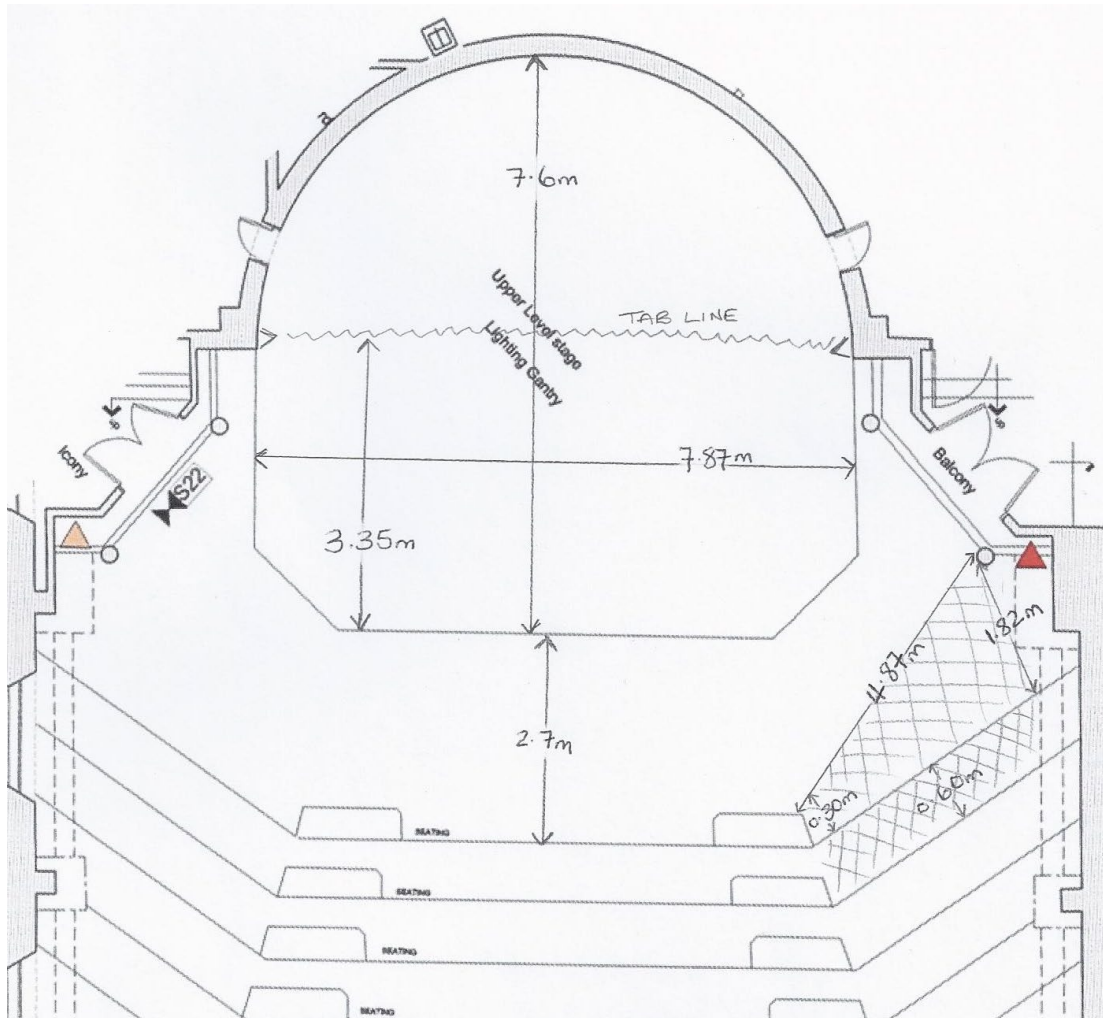
#### *Performing Area & Stage*

- 7.60 meters from back wall to front of apron (from center line).
- 3.90 meters from proscenium to front of apron (from center line).
- 7.87 meters wide (from proscenium line).
- 2.70 meters from apron to front row of stalls (from center line).

- Grid height is 5.00 meters.
- No rake.
- Stage is raised approximately 100mm from floor.
- Wooden floor painted black.
- Curved back wall (white cyclorama).
- A full set of black wool drapes to form black box are available.
- Red tabs and pelmet (these can be removed if needs be by prior arrangement).
- Proscenium arch
- Juliet's located stage left and stage right (access via stairs backstage).
- Red front of house tabs (winder located stage left).
- Stage left to stage right crossover corridor located behind cyclorama.
- If companies are using trucks, then it is requested that each truck has at least 10mm floor clearance and that wheels/castors are in good working order.
- **If companies wish to bring their own show floor for their performance, please speak to our Technician regarding this.**

#### *Orchestra / Band Off Stage Space*

This is available on either side of the auditorium. However, please note that the doors must be kept clear and that you must inform the theatre, at the time of booking, that you require this space so that seats can be blocked out.



#### Grid

- Front of house lighting gantry with 1 x IWB (socket numbers 1-12).
- Front of house stage left boom 1 x IWB (socket numbers 13- 18).
- Front of house stage right boom 1 x IWB (socket numbers 37-42).
- Onstage 2 x IWB one located just behind proscenium and one located mid. stage (socket numbers 19-36).
- Onstage Stage Left 1 x side boom (power for this is provided from the front of house boom sockets).
- Onstage Stage Right 1 x side boom (power for this is provided from the front of house boom sockets).
- There are also additional horizontal bars from the front of house booms to the Juliet balconies for moving heads to be situated if needs be. 13a hot power for these bars from the control booth is already provided.

#### Get-in

Scenery access via double doors on stage right side of building. Please note that the theatre does not have parking. Vehicular access to the doors can be arranged with adequate notice.



### *Sound*

- The main house has a Behringer X32 Compact sound desk. Scene 0 is the default output patch. This include busses to FOH L&R, Centre Fills L&R and a mono signal to the subs. This allows for independent mixing of each buss. We also have the ability to send 6 mixes to stage. However, please bear in mind that The Blakehay only has two stage monitors so hirers would need to supply their own.
- The venue has two stage boxes (both located SL) One is an internally wired 4/2 the other is a standard 16/4. There is also an 8/4 stage box on stage right which can be patched into the stage left 16/4.
- We also have various lengths of XLR and Speakon cables as well as various microphones. For further information, please contact our Theatre Technician.

### *External Sound Desk Space*

This is situated at the top of the auditorium to the side of the lighting box. Please inform the theatre that you require this space so that the seats in this area are not sold.

### *Video/AV*

- 1 x Acer HD projector.
- There is a BNC link from the Lighting Box to SL.
- **It is requested that companies provide their own laptop for AV playback.**

### *Lighting*

- Zero 88 FLX48 Lighting Desk.
- 36 dimming channels (6 x Zero 88 Beta Pack 3's).
- 1 x Strand Lighting DIG 6 Dimmer (This tends to be used for floor lighting onstage).
- 6 x ETC Source Four Zooms (15/30).
- 4 x Strand Cantata 11/26 profiles.
- 4 x Strand Cantata 18/32 profiles.
- 2 x Strand SL 23/50 profiles.
- 5 x Strand Quartet Fresnel.
- 2 x Strand Harmony Fresnel.
- 10 x Par 64 (CP62) long nosed (1000W).
- 7 x Equinox Fusion Spot Max MK2
- 10 x Visage LED short nosed Par (2 x black/8 x chrome) 5W.
- 4 x Elumin8 LED Fresnel's
- 1 x Chauvet LED Followspot. (*It is the companies' responsibility to supply a followspot operator. Instruction on how to use the followspot can be given by our technician.*)
- 2 x LEDJ LED Stratos wash.
- 2 x LEDJ LED floor Par.
- 1x Antari 800W Hazer (DMX controlled via Lighting Desk).
- 2 x Tank traps. Bars not provided.

The lighting desk has its own dedicated network for linking with mobile devices. This is so you can use Zero 88's remote rigging or remote monitor app's (zerOS Remote/zerOS Monitor). Please contact the theatre technician for further details of this.

We have various lengths of TRS as well as 15a>13a and 13a>15a jump cables. For further information, please contact our Theatre Technician. Soft patching is allowed on the lighting desk but please speak to our Theatre Technician regarding this. We also have a limited Gobo stock. Again, please speak to our Theatre Technician regarding these.

**Where possible, companies are required to supply their own gel.**

**Please note that the Blakehay has a permanent generic lighting rig. This consists of:**

- 3 x ETC Source Four's (15/30) (L200) Located on FOH gantry above the control booth.
- 3 x ETC Source Four's (15/30) (L204) Located on FOH gantry above the control booth.
- 10 x Visage LED Par 5W (2 located on stage left boom and 2 located on stage right boom, 3 (located mid stage, 3 located on cyclorama).
- 8 X Par 64's (2 located on SL FOH Boom, 2 located on SR FOH Boom, 2 located on SL onstage boom and 2 are located on SR onstage boom). 4 are warm L204 and 4 are cold L200).
- 2 x Harmony Fresnel's (located mid stage)
- 4 x Elumin8 LED Fresnel's. 2 are located on SL onstage boom and 2 on SR onstage boom.
- 6 x Fusion Spot Max MK11's. These are located on LX3 (upstage) (x3) and LX2 (mid stage) (x3)

The lanterns listed above are taken from the in-house stock list. This rig may be added to during your agreement period. However, ALL lighting stock that is moved or removed must be put back to its original state **before the company leaves the venue.**



Power Load Table - Blakehay Theatre 'House Rig'									
Dimmer	Channel	Circuits		Used For	Colour	Total Lamp Wattage	Wattage Per Pack	Amps	Amps Per Pack
A	1	3		Warm Wash SR	L204	750		3.26	
	2	6		Warm Wash CS	L204	750		3.26	
	3	9		Warm Wash SL	L204	750		3.26	
	4	4		Cold Wash SR	L200	750		3.26	
	5	7		Cold Wash CS	L200	750		3.26	
	6	10		Cold Wash SL	L200	750		4500	
B	7	19		Breakup		600		2.61	
	8	36		Breakup		600		2.61	
	9							0.00	
	10	27		Fresnel		1000		4.35	
	11	23		Fresnel		1000		4.35	
	12							3200	
C	13	13	38	Stage Boom Par 64	TBC	2000		8.70	
	14	14	37	Stage Boom Par 64	TBC	2000		8.70	
	15	15	39	FOH Boom Par 64	L200	2000		8.70	
	16	17	41	FOH Boom Par 64	L204	2000		8.70	
	17							0.00	
	18							8000	
D	19	25	34	Cyc Red		2000		8.70	
	20	26	35	Cyc Green		2000		8.70	
	21	24	33	Cyc Blue		2000		8.70	
	22							0.00	
	23							0.00	
	24							6000	
E	25							0.00	
	26							0.00	
	27							0.00	
	28							0.00	
	29							0.00	
	30							0	
F	31	5	8	House Lights		1000		4.35	
	32	3	9	House Lights		1000		4.35	
	33							0.00	
	34							0.00	
	35							0.00	
	36							2000	

Hard Power Circuits:	
16	SL FOH Boom
18	SL Stage Boom
40	SR FOH Boom
42	SR Stage Boom
21	Stage
31	Stage

Beta Pack 3			Calculating Loads
Max total load:	13.9kW @ 230V	60A Max	Watts = Volts x Amps
Load per channel:	0.1A Min	10A Max	Amps = Watts / Volts

LED Units Power Consumption		
Visage LED Parcan	80 W	
Equinox Fusion Spot Max	60 W	
eLumen8 MP75 Fresnel	86 W	

## Power

- 6 x 32a supply in control room (used for dimmers).
- 4 x 13a sockets on stage (located along back wall of stage).
- 2 x 16a sockets located in SR wing space.
- There is also a 4 socket EMO unit (13a) in the lighting box next to the sound desk.

There are other 13A sockets located around the venue. The company is responsible for ensuring that any cable trails are made safe by taping down, cable bridging or matting.

## Miscellaneous

IR camera located above lighting box. Monitors for this are located in the lighting box and offstage left and right.

Dressing rooms 1&2 (downstairs dressings rooms) both have XLR and BNC lines into them in case you wish to use one of the dressing rooms as a vocal booth and for camera feeds.

- 5 x stage weights (shackled).
- 1 x lectern.
- Two ramps are available for wheelchair/flight case/dolly/truck access to stage.
- A set of Zargee ladders are available for access to the grid.

The Blakehay Theatre also has its own scissor lift. Use of this must be under the supervision of a member of our technical staff.

**Companies must provide evidence of adequate working at height training before use of the ladders is permitted and the correct PPE must be worn when using the ladders.**

#### *Stage Management*

The venue has an internal four zone paging system for calls to dressing rooms, auditorium or foyer. Call points for this are located in the control booth and the box office. JBL Control 1 speakers for this system are located in the upstairs and downstairs dressing rooms, bar, foyer, Ladies and Gents toilets and Upper Studio. Please liaise with the Duty Manager if you wish to make announcements to the audience during your performance.

#### **STUDIO THEATRE TECH SPEC**

The Studio Theatre has an end on proscenium arch stage. And the performance area is 4.30m x 2.74m. The stage height is 0.64m. The proscenium arch height is 2.72m and the height to the ceiling onstage is 3.25m. There is access to our Main House backstage area, including all the dressing rooms via a corridor located offstage right and a pass door which allows you to come from offstage left and into the studio space itself. The floor level space is 10.36m x 7.25m.

The stage has a false back wall which is painted white but can be covered with black surge or masking flats and a crossover is located behind this false back wall for access from stage left to stage right.

#### *Lighting*

The Studio Theatre has a Zero 88 Jester Lighting desk. This is situated at the back of the room in our ops position. At present the venue only has 6 channels of dimming via a Strand Lighting DIG 6 dimmer which is situated at the back of the room. There is an IWB located mid room (approx. 3m from the proscenium) as well as a lighting bar (not internally wired) onstage located just behind the proscenium.

The room also has a house light system which can be controlled via the lighting desk.

**Any stock used in The Studio Theatre comes from The Main House stock and so may not be available without prior notice.**

### *Sound*

The Studio Theatre has a Yamaha DM1000V2 sound desk. With a default scene programmed in. It is also set up for 5.1 surround sound for our cinema screenings. The PA consists of 4 x JBL Control 1's for main L&R, 4 X Clever active speakers for rear L&R (5.1 ONLY) 1 X QTX active sub (located SL on the floor in the room) and 1x Alto Professional TX208 active speaker (for 5.1 centre).

Onstage (offstage Right), there is a 10/4 stage box with tails back to the operating position at the back of the venue.

Various lengths of speakon and XLR are available as well as various microphones.

### *Miscellaneous*

The Studio Theatre has a pass door (SL) that leads into the room. Please bear in mind that there is a big step down to the room and treads would be needed to access this door.

Offstage Left there is an access ladder to the roof of the building. This does not take up a lot of space but please bear in mind that it is there.

The buildings show relay does have 2 speakers in the space. Therefore, calls into the room can be made. However, there is no paging mic in the room itself. Calls to the room can either be made from the Box Office or The Main House's lighting box.

# Emergency Evacuation Plan

<b>Emergency Evacuation Plan for:</b>	<b>The Blakehay Theatre</b>
<b>Premises address and contact number:</b>	Wadham Street, W-s-M, BS23 1JZ, 01934 645493
<b>Plan date</b>	Revised February 2023
<b>Review date</b>	Next Review Due Feb 2024

<b>Sound of the alarm</b>
<p>The sound of the alarm will be a continuous warning siren in the lighting box this also has a red flashing light when the alarm is sounding.</p> <p>Code Words to be used to avoid panic;</p> <p>Fire – “Mr Sands is in the (where in the building e.g. ‘Kitchen’)”</p> <p>Threat – “Mr Sands Friend is in the (where in the building)”</p>

<b>Raising the alarm</b>
<p>In the event of a fire beginning:</p> <ul style="list-style-type: none"> <li>• If the fire is discovered by a staff member, or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point</li> <li>• If fire is detected by automatic detectors, this will trigger the fire alarm automatically</li> </ul> <p><b>WAIT TO HEAR OVER RADIO WHICH ZONE THE FIRE IS DETECTED BEFORE ACTION</b></p> <p>In the event of an emergency evacuation due to anything other than a fire</p> <ul style="list-style-type: none"> <li>• DO NOT RAISE THE ALARM</li> <li>• follow all emergency procedures without triggering a call point.</li> </ul>
<b>Fire Zones (Relating to the Fire Alarms)</b>
<p><b>Zone 1 – Front of House</b> – Including; Foyer, Stairs, Landings, Box office, Ladies Toilets &amp; Disabled Toilet.</p> <p><b>Zone 2 – Studios 1 &amp; 2 (Studio Theatre)</b> –</p> <p><b>Zone 3 – Main House &amp; Lighting Box</b> – Including; Gantry</p> <p><b>Zone 4 – First Floor Backstage</b> – Including; Stairs, Corridors, Toilets, Green Room, Upstairs Dressing Room, Balcony Stage Left, Balcony Stage Right &amp; Skylight Room.</p>

**Zone 5 – Ground Floor Corridors** – Including; Disabled entrance to Auditorium, Backstage corridors, Downstairs Dressing Room, Wing Space & Fire Exit Lobby.

**Zone 6 – Theatre Bar** – Including; Bar, Bar Cellar, Kitchen & Gents Toilets.

**Zone 7 – Basement** – Including; Stairs, Staff Locker Room & Technical Area.

**Zone 8 – First Floor Studio Corridors** – Including studio Stage, Managers Office & Stage Left Balcony

#### Fire Zone Building Diagrams



#### Designating Persons to Fire Marshal Roles

Before the building is used **on any session** a **minimum of 1 person** must be designated to carry out the 'Fire Evacuation Plan'.

In the event of a **public performance** a **minimum of 5 theatre staff** must be designated plus the hirer must be aware of their responsibilities as Designated person 6.

- The minimum of one designated person will be signed in to the 'signing in book' on the box office counter prior to the opening of the building to the public and will be responsible for the evacuation in the event of a fire.
- The responsibilities of each designated person are detailed in this document and it is the responsibility of the designated persons to ensure they maintain full awareness of their designated responsibilities. Regular training is provided.
- Fire Marshalls, having received training in the evacuation procedure, have designated authority to give direction to those without such training.
  - Designated Person 1 – Blakehay Theatre or Weston-super-Mare Town Council Staff



- Designated Person 2 – Hirer Responsible for Booking
- Persons who are most familiar with the Building and procedures will take priority in the designated roles.
  - Designated person 1 – trained, with experience working in the building
  - Designated person 2 – not trained, with experience working in the building
- During a public Performance the staff rota, showing designated roles for each Public Performance, will be available prior to the performance.
  - Designated Person 1 – Duty Manager – Theatre Staff
  - Designated Person 1 – Technician – Theatre Staff
  - Designated Person 2 – Box Office – Theatre Staff
  - Designated Person 3 – Front of House 1 – Theatre Staff
  - Designated Person 4 – Front of House 2 – Theatre Staff
  - Designated Person 5 – Bar – Theatre Staff
  - Designated Person 6 – Hirer (Designated person backstage)

#### **Action staff/hirers should take on hearing the alarm**

The following actions will be taken upon the fire alarm being sounded/raised:

**ALL ACTIONS OF FIRE MARSHALLS WILL BE CARRIED OUT ONLY IF IT IS SAFE TO DO SO**

#### **DAYTIME OPENING/ NON-PERFORMANCE**

1. Theatre Staff or Hirer if unmanned by Blakehay staff will
  - a. Take charge and lead in the fire evacuation (usually Blakehay Staff)
  - b. Dial 999 or 112 and request attendance by the Fire Service. Gives their name, name of building and address (as on top of this document), contact number and details of fire.
  - c. The Fire Alarm upon sounding registers directly to a monitoring station (Spansec Monitoring 01934 626066). The monitoring station will then call back – if there is no response to confirm a test or false alarm, they will immediately contact the Fire Service.
2. All Visitors and Hirers must sign in and out of the 'Signing In book' (Located on the Box Office counter).
3. Weston College Lecturers will be responsible for their students and have a record of their students in the building as well as completing the 'Signing In book' (Located on the Box Office counter, Weekdays, Term Time)
4. If Weston College HE students are using the building without a lecturer they must sign in and out of the 'Signing In book' (Located on the Box Office counter, Weekdays, Term Time)
5. All Contractors will sign in and out of the Contractors Signing in Book (Located in the interior fire cupboard to the left of the main front door)
6. All Staff must also sign in and out of the 'Signing In book' (Located on the Box Office counter)
7. A sweep of the premises will be carried out by designated persons acting as Fire Marshalls, Public Areas and Toilets will be swept as a priority

8. Staff/Hirer will commence evacuation of the building – ensuring this is done in a calm and orderly manner
9. The building will be swept by the designated staff members, providing assistance to those needing additional help in evacuating as required

**ALL ACTIONS OF FIRE MARSHALLS WILL BE CARRIED OUT ONLY IF IT IS SAFE TO DO SO**

## **RESPONSIBILITIES FOR DESIGNATED PERSONS**

### **1 PERSON EVACUATION (Daytime/Non-Performance)**

10. Designated Person 1 – Staff Member, or Hirer if unmanned, will take the lead in the Fire Evacuation
11. Check Fire Alarm (located in the fire cupboard to the left of the main door) and see which zone has been activated.
12. **Dial 999 or 112** and request attendance by the Fire Service. Give your name, name of building and address (as on top of this document), contact number and details of fire (unless confirmation has been received that this has been done by the monitoring station)
13. Collect the **'Signing in Book'** (Located on the Box Office counter), **'Contractor signing in book'** and **'Fire Log Manual'** (On the shelf in the interior Fire Cupboard, located to the left of the main front door).
14. **Carry out an evacuation sweep of the building** (keeping away from the triggered zone)
15. **Shut off Gas & Electric supplies** (If safe to do so)
16. **Close Doors behind you** (If it can be clearly established no one would be trapped)
17. **Supervise 'Assembly Point'** check all persons currently signed in are accounted for
18. Position yourself in viewing point of the building at a safe distance and ensure that no one re-enters the building and **liaise with the Fire Brigade**.

### **5 PERSON EVACUATION (Public Performance)**

The following people will have a wireless communications system that they should keep on at all times; Duty Manager, Box office, Bar Supervisor, Front of house 1, Front of House 2, Hirer (designated backstage person).

In the event of a fire during a performance the emergency code word is **"Mr Sand"** followed by the location of the fire. *For example there is a fire in the Kitchen "Mr Sand is in the Kitchen"*.

In the event of a bomb threat and an evacuation is of the building is needed the code word is **"Mr Sands Friend is in the Building"**.

Fire Evacuation duties are:

### **Duty Manager – Designated Person 1**

1. Check **Fire Panel** for Zone activated.
2. **Announce on Comms where the fire is located and instructions to Evacuate**, or wait for Box Office to give you this information.
3. Make a decision to evacuate and give this information over the comms telling people where the fire is located and inform technician to make public announcement of evacuation.
4. **Carry out an evacuation sweep of the building** (keeping away from the triggered zone)
5. Zone 1 Ensure staff are sweeping foyer & toilets
6. Zone 7 **Sweep Basement & Shut off Gas & Electric supplies** (If safe to do so)
7. Zone 6 Ensure staff are sweeping bar area
8. Zone 5 Corridors Ensure these are swept
9. Zone 4 Upstairs Backstage Ensure this is swept
10. Zone 3 Auditorium Ensure staff is sweeping this checking lighting box has been shut down on your way to the Upper Studio.
11. Zone 2 & 8 Studios sweep this
12. Zone 1 Foyer Ensure this is cleared and then out the front door
13. Keep in constant contact on the comms with what is happening and make a note that everyone is out.
14. **Close Doors behind you** (If it can be clearly established no one would be trapped)
15. Inform over the comms that you have swept your zone and are out of the building.
16. **Liaise with the Box Office and 'Assembly Point'** check all persons currently signed in are accounted for
17. Position yourself in viewing point of the building at a safe distance and **ensure that no one re-enters the building and liaise with the Fire Brigade.**

### **Technician – Designated Person 1**

1. **Wait for Box Office to inform you of Zone information**
2. **Announce on Comms where the fire is located and instructions to Evacuate**, or wait for Box Office to give you this information.
3. Make a decision to evacuate and give this information over the comms telling people where the fire is located.
4. Make public announcement for evacuation, Shut down the Lighting Box closing doors behind you and then make way to Foyer.
5. **Carry out an evacuation sweep of the building** (keeping away from the triggered zone)
6. Zone 1 Ensure staff are sweeping foyer & toilets
7. Zone 7 **Sweep Basement & Shut off Gas & Electric supplies** (If safe to do so)
8. Zone 6 Ensure staff are sweeping bar area
9. Zone 5 Corridors Ensure these are swept
10. Zone 4 Upstairs Backstage Ensure this is swept
11. Zone 3 Auditorium Ensure staff is sweeping this
12. Zone 2 & 8 Studios sweep this
13. Zone 1 Foyer Ensure this is cleared and then out the front door
14. Keep in constant contact on the comms with what is happening and make a note that everyone is out.
15. **Close Doors behind you** (If it can be clearly established no one would be trapped)
16. Inform over the comms that you have swept your zone and are out of the building.
17. **Liaise with the Box Office and 'Assembly Point'** check all persons currently signed in are accounted for
18. Position yourself in viewing point of the building at a safe distance and **ensure that no one re-enters the building and liaise with the Fire Brigade.**

### **Box Office – Designated Person 2**

19. **If Duty Manager is not available**, Check Fire Panel for Zone.
20. Announce on Comms where the fire has been activated and await instructions from Duty Manager.
21. **Dial 999 or 112** and request attendance by the Fire Service. Give your name, name of building and address, contact number and details of fire (unless confirmation has been received that this has been done by the monitoring station)
22. Shutdown the Box and pick up the comms, main phone and **Signing in Books and Evacuation File** help evacuate Zone 1 **Foyer, Ladies and disabled toilets**.
23. Inform over the comms that you have swept your zone and are out of the building.
24. Meet at Grove Park Car Park and start **making sure everyone is accountable for**.
25. **Liaise with Duty manager**

### **Front of House 1/Bar – Designated Person 3**

*Before Performance Starts, during Interval and 2<sup>nd</sup> Half*

1. Wait to hear confirmation on the Comms system.
2. **Evacuation of Zone 6 bar, Kitchen** and then the **Gents Toilets** and finally in through the bottom disabled entrance to Zone 3 **Auditorium** and help clear this.
3. **Help in the evacuation of Disabled persons last from the Auditorium.**
4. Leave building and meet at Grove park car park and ensure all persons are safe.
5. Inform over the comms that you have swept your zone and are out of the building.
6. Liaise with Box Office.

*During 1<sup>st</sup> Half and in Auditorium*

1. Await instructions over the Comms.
2. Help in the evacuation of Zone 3 **auditorium via the Fire exit at the bottom or Top** depending on fire location.
3. **Help in the evacuation of Disabled persons last from the Auditorium.**
4. Leave building and meet at Grove park car park and ensure all persons are safe.
5. Inform over the comms that you have swept your zone and are out of the building.
6. Liaise with Box Office.

### **Front of House 2/ Ice Creams – Designated Person 4**

*Before Performance Starts, 1<sup>st</sup> half in bar*

1. Wait to hear confirmation on the Comms system.
2. **Evacuation of Zone 6 bar, Kitchen** and then the **Gents Toilets** and finally in through the bottom disabled entrance to Zone 3 **Auditorium** and help clear this.
3. Leave building and meet at Grove park car park and ensure all persons are safe.
4. Inform over the comms that you have swept your zone and are out of the building.
5. Liaise with Box Office.

*During Interval, 2<sup>nd</sup> Half in Auditorium*

1. Await instructions over the Comms.
2. Help in the evacuation of Zone 3 **auditorium via the Fire exit at the bottom or Top** depending on fire location.
3. Leave building and meet at Grove park car park and ensure all persons are safe.
4. Inform over the comms that you have swept your zone and are out of the building.
5. Liaise with Box Office.

#### **Bar Supervisor – Designated Person 5**

1. Await announcement on Comms where the fire is located and instructions for Evacuation.
2. Evacuate the Zone 6 **Bar, Bar Cellar & Kitchen** shutting this all down.
3. **Help in the evacuation of Disabled persons last from the bar area.**
4. **Take Comms** and Leave the building **shutting doors behind you** and meet at Grove Park car Park assist the Box Office in ensuring people are safe.
5. Inform over the comms that you have swept your zone and are out of the building.
6. **Liaise with Box Office.**

#### **Hirer Backstage – Designated Person 6**

1. Await announcement on Comms where the fire is located and instructions for Evacuation.
2. Evacuate the Zone 4 & 5 **Stage and all Backstage Areas** shutting doors behind you.
3. **Leave the building shutting doors behind you and meet at Grove Park car Park.**
4. Inform over the comms that you have swept your zone and are out of the building.
5. **Ensure all persons from company are accounted for.**
6. **Liaise with Box Office.**

#### **Disabled Evacuation**

1. All members of staff should complete a PEEPS Form for Personal Evacuation
2. There is a sign on the box office window for GEEPS which asks members of the public to inform a member of staff if they will have difficulties evacuating the building in an emergency. Please inform the Duty Manager or Box Office person of where these people will be sitting if not already in the designated wheelchair spaces.
3. Wheelchairs and people of limited mobility are evacuated from the building last to ensure that able bodied personnel can evacuate in a timely manner. Designated person 3 for the Auditorium & Designated person 5 from the bar area will stay with these people and their carer and help them to evacuate last.
4. From the Auditorium it is best to evacuate through the **Backstage Fire Exit (Audience)** if possible but please inform them that this is a cobbled stone exit. If this is not suitable and it is safe to do so, please evacuate through the disabled corridor and out the **Disabled Entrance** at the front of the building.
5. From the Theatre Bar it is best to evacuate through the foyer and out the **Disabled Entrance** at the front of the building. If this is not possible please inform them that there are steps out of the **Theatre Bar Fire Exits** and so lifting maybe a possibility but please do not injure yourself helping someone out.
6. **If it is not possible to remove a disabled person from the building please ensure that they are kept in a safe room far away from where the fire and the doors are closed. Inform the Designated person 1 of the whereabouts of these people so that they can inform the fire brigade on their arrival and then leave the building.** Possible rooms could be the Disabled Toilet, Theatre Bar, Disabled Entrance Lobby, and Alcove next to Auditorium Fire Exit.

#### **Escape routes**

The escape routes from the building are:

1. **The Main Front Door** – Door opens outwards, second door needs to be unbolted to allow free exit (2 x steps down to the pavement)

<p>2. <b>The Disabled Entrance Front Door</b> – Wheelchair Ramp, Push bar, doors opens outwards.</p> <p>4. <b>The Theatre Bar Front Exit</b> - Push handle opens outward, second door needs to be unbolted to allow free exit (2 x steps down to the pavement)</p> <p>5. <b>The Theatre Bar Courtyard Exit</b> - Push bar opens outward, 1 x step down to the courtyard travel along the side of the neighbours building and push handle gate opens outwards into the front garden and then 1 x step up to the pavement and into the Grove park car park.</p> <p>6. <b>Backstage Fire Exit (Audience)</b> - Doors open outwards with push bar (level access onto the cobble lane beside the building, turn left to the street)</p> <p>7. <b>Backstage Fire Exit (Performers)</b> - Door opens outwards push bar, second door needs to be unbolted when backstage is in use, (level access onto the cobble lane beside the building, turn left to the street)</p> <p>8. <b>Studios</b> – Through the exit at the top of the foyer and then down the stairs to the foyer or down the corridor toward backstage and down the backstage staircase and out through the stage door.</p> <p><b>Plans &amp; Diagrams are attached</b></p>
<b>Fire assembly point</b>
The assembly point is: <b>GROVE PARK CAR PARK</b>

<b>Fighting fires – Extinguisher use</b>
<p>Fire extinguishers will only be used where:</p> <ul style="list-style-type: none"> <li>• Staff have received training and feel confident in their use</li> <li>• To be able to exit the building if no other safe route.</li> <li>• Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small</li> </ul> <p><b>Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire but to evacuate.</b></p>

<b>Location of key safety hazards or other fire related equipment</b>
<ul style="list-style-type: none"> <li>• <b>GAS SHUT OFF</b> – Basement (On the wall to the left at top of stairs, Backstage by Backstage Fire Exit. – Zone 7 &amp; Zone 5</li> <li>• <b>ELECTRICITY SHUT OFF</b> – Basement – Zone 7</li> <li>• <b>LOCATION OF FIRE ALARM PANEL:</b> Interior Fire Cupboard to the left of the main front doors (on the wall directly on the right) – Zone 1</li> </ul>

Number of staff needed to carry out evacuation plan
<ul style="list-style-type: none"> <li>To implement the evacuation plan, 1 member of trained staff is needed on duty or Hirer aware of the Evacuation procedure.</li> <li>Between 10:00am and 2:00pm on Tuesday to Saturday (there will predominantly be one member of staff from The Blakehay)</li> <li>At times when a public performance is being held there will be predominantly at least 5 staff on duty (only exception would be short notice absences with no cover available)</li> </ul>

Equipment needed to effect the emergency plan
<p>Dedicated Communications System to communicate with others around the building</p> <p>Main Wireless phone for staff to communicate with the Fire Service, Dial 9 for an outside line; one another and any related sites i.e. Grove House. (Located in the box office but accessible from the foyer.)</p>

Back up arrangements
<p>Detail back up arrangements in the event of fire alarm failure or staff absence etc</p> <ul style="list-style-type: none"> <li>If there is an insufficient number of staff available to evacuate and sweep the building the building will not be open to the public (a small number of volunteers may be admitted if they are aware of the evacuation procedure)</li> <li>Fire Alarm testing to be carried out weekly</li> <li>Fire Evacuation Drill to be carried out twice a year</li> <li>There is a separate alert bell which sounds if the fire panel has a problem or the signal to it is interrupted</li> <li>If staff are aware that the Fire Alarm should be sounding but is not they will ensure any production sound or music is shut down and then verbally alert people to evacuate the premises</li> </ul>

Responsibilities	
For ensuring plan is up to date	Sally Heath – Theatre Manager
For ensuring adequate staff are on duty to carry out the evacuation plan	Sally Heath – Theatre Manager
For training staff on the evacuation plan and in their roles and responsibilities	Sally Heath – Theatre Manager

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

