Nottingham New Theatre

Contract for the use of the theatre

The Nottingham New Theatre is provided to you by the hard work of the committee and its members along with services provided by the university in order to give students a range of brilliant opportunities.

For the week in which your show is in residence, you have an obligation to ensure that your cast and crew uphold the rules and regulations set by the committee in order to keep the theatre working smoothly and safely.

Please note, any action knowingly undertaken by any of the cast and crew that is to the detriment of the theatre is prohibited. It is your responsibility to ensure that every performance is to the highest standard it can be.

Please read the following form and sign below to confirm your compliance.

* You must only use your key to gain access to the theatre for rehearsals or performances. The theatre is not to be used as a recreational area.
* The key and the alarm codes must only be given to the cast and crew when necessary and never to non-Nottingham New Theatre members.
* You are responsible for ensuring that the building is completely locked and secured with all relevant appliances switched off.
* All areas of the theatre must be kept clean and tidy by your cast and crew. This includes regularly emptying bins to avoid attracting vermin and causing an unnecessary smell.
* The Running Horse and Office are out of bounds unless supervised by a member of committee.
* Timetables set by departments, e.g. tech rehearsals, workshop cleaning and starting performances must be adhered to.
* After the run has been completed it is compulsory to dispose of everything you are required to by the Workshop Managers or the Theatre Manager.
* All work undertaken must be carried out in the safest possible manner as determined by the Theatre Manager and the university’s Health and Safety Officer.
* At no point will any cast or crew be under the influence of drugs or alcohol whilst in the theatre.

I hereby declare that I have read and understood the above rules and will follow them to the best of my ability. Failure to do so will damage your standing within the theatre and will impede your chances of further productions.

Name: Date: