



UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

grañary
THEATRE CORK

Venue Usage Policy

Abstract

This document is designed to help the hirer, user and stakeholder of the venue to get the most out of the facilities we offer. It sets out what we offer in the way of services, what we expect from the user and outlines the Health & Safety Rules and Regulations under which the venue is licensed.

Venue

The venue is the Granary Theatre, encompassing:

- Auditorium
- Foyer
- Rehearsal Studio
- Backstage Areas
- Offices
- Dressing Room
- Green Room

The venue is licensed for public performance by Cork City Council and must adhere to all rules and regulations set out therein. The venue undergoes annual inspections from Cork City Fire Brigade and we operate under Section 18(2) of the Fire Services Act 1981 & 2003.

Operational Hours

The venue is open from 10am each day. No booking can be taken before this time as venue certified and trained staff will not be available to open the building to the public. No user, hirer or stakeholder may be present in the building without a member of Granary staff being present. Closing time is determined by the activities taking place in the venue.

Booking Policy

The venue is extremely busy year round but particularly during term time. It is advised that all booking for the new semester be requested by 30 July and 30 November for the Auditorium and 30 August and 30 October for the Studio in any given year. Availability of both spaces cannot be guaranteed after these dates. A timetable of all activities taking place in the venue may be viewed in the general office

Please make sure that all users in your company are made aware of these guidelines and regulations.

The venue is a potentially hazardous environment and Health and Safety is considered paramount in the Granary. The venue strenuously encourages adherence to the Safety Management system in place and hazard controls and identification contained therein. Two-way communication is essential and encouraged regarding health and safety both up and down the hierarchical chain. Everyone has a responsibility for their own health and safety and the health and safety of others. It is expected that all users of the building abide by these rules and regulations. In addition, the venue also operates policies regarding the safety and welfare of children and a copy of our Child Protection Policy is available on our website and in the general office.

Studio

The Studio is suitable for rehearsals, drama workshops of a physical nature, dance and small performances. It is available for hire each day from 10am until the venue closes. Please note that when there is a performance in the Auditorium, we ask hirers to keep unnecessary noise to a minimum.

Users of the Studio are expected:

To provide a Company Staff member to facilitate and supervise the students whilst in the studio

To provide a risk assessment for the activities to take place in the venue.

To nominate a member of the company to be aware of the venue's fire drills and general Health & Safety policy.

To ensure that all staff and students sign in and out at the front desk.

To abide by all rules and regulations of the venue as set out in this policy and not to do or suffer to be done anything which would render the venue liable for prosecution.

Not to do or suffer to be done anything that would invalidate or cause a higher premium to become payable on any insurance cover that the venue may have in operation.

To ensure that no copyright laws of any nature are infringed and pay any rights fees that may be owed.

To take all necessary care of the fittings and equipment of the venue and to replace or restore any articles which may be lost or damaged during the hire period.

To pay for the restoration of any damage which may be caused to the venue or the approaches thereto by the members of the company, their agents, workmen or invitees during the hire period.

To remove all Company property including sets, costumes, props and workshop material at the end of each class.

To leave the Studio in a clean and tidy state and to strike all tables and/or chairs you may use to the storage area outside the main door of the studio.

Auditorium

Pre-production

Contact with the Technical Manager must be made no later than 2 weeks in advance of your get in. An earlier meeting to discuss staging plans is advised.

Please forward your production details, which should include:

- All licenses required for the production;
- Cast and Crew contact list;
- Production Schedule (who, what, when and where);
- Stage plan indicating seating layout, set, drapes etc;
- Production Risk Assessment;
- LX plan with channel numbers;
- Details of any special requirements or Hazards e.g. Firearms, Pyrotechnics, Flying, Smoke, Strobe etc.

Permitted use

The Company has the exclusive use of the stage, auditorium, dressing room for agreed fit-up, rehearsal and performance times.

All cast and crew are required to sign in and out of the building for emergency evacuation reasons.

The Company will endeavor to keep the stage and backstage areas clean and tidy reverting to the condition they were in prior to get in. Any damage should be brought to the attention of the Technical Manager.

Food and drink is not allowed in the auditorium unless part of the performance. Food and liquids are not to be taken into the control room or left near electrical equipment at any time. Food and drink may be consumed in the Green Room, Dressing Room or Foyer only.

No alcohol or illicit drugs are allowed backstage at any time. Anyone found under the influence of alcohol or drugs will be asked to leave the premises immediately. There is a no chewing gum policy in the Granary.

Smoking is not permitted in The Granary. Smoking as part of a performance may be allowed with adherence to specific risk assessment controls. The Granary must be informed at least two weeks in advance of get-in.

Only designated dressing rooms or quick-change areas may be used for costume changes. Backstage toilets, corridors, stairwells, green room, foyer, stage door area must not be used; this is to ensure that all escape or access routes are kept clear in case of emergency.

Technical staff

The company must provide full and efficient personnel capable of servicing the production.

The company SM will take on responsibilities for backstage fire evacuation and be familiar with Granary evacuation and Health & Safety policy.

The Granary will provide one technician to facilitate fit-up and get-out.

Regular crew breaks must be scheduled and taken during the working day. All crew must vacate the building for a minimum one-hour lunch break at a time pre determined by the Technical Manager and visiting Production Manager.

Any accident or dangerous occurrence must be reported to the venue and be logged in the appropriate incident or near miss book.

Height access equipment such as; ladders, MEWP etc. may only be used by trained competent persons. Risk assessments and Granary Standard operating Procedures (SOP's) must be followed. There must be strict adherence to working at height regulations S.I.318, 2006 and General Application regulations, 2007.

Set

All construction and painting of set and scenery should be completed prior to Get-in. Painting will not be allowed on stage apart from minor touching up, and only then if the stage floor is protected.

Set or flats are not to be screwed or nailed to the stage floor or walls without prior consultation with the Technical Manager. There are a number of scenery braces and weights available.

Set, props and drapes must be built from inherently flame retardant materials, carry a valid fire certificate or be suitably treated with fire retardant prior to arrival.

Aerosol sprays are not to be used anywhere inside the building.

All escape routes must be maintained clear and unobstructed at all times.

Scenery, set, props and equipment not deemed safe by the Technical Manager may not be used unless a certificate issued by an appropriately qualified person is issued.

The Theatre must approve of all rigging and lifting operations before work commences. The flying of scenery or props must conform to LOLER (Lifting Operations and Lifting Equipment Regulations) 1998.

Damage or loss to Granary equipment will be charged to the company.

Lighting

All lanterns may only be rigged to approved suspension points and be fitted with secondary suspensions (safety bonds or safety chains).

Rigging and focusing will only be carried out by suitably trained, responsible personnel and within the Granary SOP and risk assessments.

Any lantern or electrical appliance brought into the theatre must carry an indication of a valid P.A.T Certificate. All temporary wiring must be done by a competent person and conform to current ETCI Wiring Regulations.

Performance

Immediately prior to the commencement of each performance there will be a house announcement given in the auditorium so as to include Granary emergency evacuation procedures. Details or a recording are available from the Technical Manager.

Each evening the company SM should liaise with Granary Box Office staff to clarify how clearance will be given. Granary FOH procedure document is available in the SM book or the Box office.

Warning notices will be displayed for; Strobe use, Nudity, Smoke/Haze and Gunfire. This should also be recorded on the production risk assessment.

All set, props and costumes must be removed from the Granary on the last night of performance unless otherwise agreed with the Technical Manager.

Users of the Auditorium are expected:

To provide a full and efficient company capable of servicing the production.

To provide a list of the company personnel.

To nominate a member of the company to be aware of the venue's fire drills and general Health & Safety policy.

To abide by all rules and regulations of the venue as set out in the Granary Theatre Usage Policy and not to do or suffer to be done anything which would render the venue liable for prosecution.

Not to do or suffer to be done anything that would invalidate or cause a higher premium to become payable on any insurance cover that the venue may have in operation.

To ensure that no copyright laws of any nature are infringed and pay any rights fees that may be owed. A copy of the Performing License for stage works under copyright must be given to the venue prior to your Get-In.

To take all necessary care of the fittings and equipment of the venue and to replace or restore any articles which may be lost or damaged during the hire period.

To pay for the restoration of any damage which may be caused to the venue or the approaches thereto by the members of the company, their agents, workmen or invitees during the hire period.

The company warrants that it carries requisite insurance in respect of its personnel, particularly employer's and public liability.

To remove all Company property including sets, costumes, props and marketing material on the Get Out.

Contact Details:

Granary Office
info@granary.ie
021 4904275

Artistic Director
Tony McCleane-Fay
t.mccleanefay@ucc.ie
021 4904275

Administration
Siobhan Consenheim
Imelda Sheehan
granary@ucc.ie
0214904275

Technical Manager
Steve Neale
s.neale@ucc.ie
0214904275

Websites

<http://granary.ie>

<http://www.ucc.ie/en/>

2 December 2014