



THEATRE OPERATING PROCEDURES

WANNEROO REPERTORY INC.

Theatre Operating Procedures

Contents

Address.....	3
After Show Party	3
Alcohol.....	3
Awards.....	3
Backstage and Green Room Access	3
Bar Access.....	3
Bar bills/tabs	3
Budgets.....	3
Complimentary Tickets.....	3
Members	3
Non-Members	4
Adjudicators	4
Companion Card.....	4
Conflicts of Interest	4
Curtain Calls.....	4
Directors.....	4
Directors Kit.....	4
Disruptive Behaviour	4
Drama Festival Plays.....	4
Eligibility to Vote	4
Emergency Evacuation Drill.....	4
Hire Policy.....	5
Theatre Hire	5
Hire or Loan of Theatre Property	5
Wardrobe	5
Properties (Props)	5
Electronic Equipment.....	5
Insurance	5
Inventory	5
Membership	5
Minutes	5
Nominations for Committee	5
Photography, video, and mobile devices	6
Piano.....	6
Programmes	6
Safety Chains	6
Scripts	6

Season Submissions6

Set Striking6

Smoking.....6

Ticket Prices.....6

 Group Bookings6

 Charity Discounts6

Address

The official address is PO Box 77, Wanneroo 6946.

All correspondence to be directed to this address unless otherwise advised.

After Show Party

The club will contribute \$100 to \$200 towards purchasing food for the final night of a production. The Director is to arrange with the front of house manager to order the food.

Alcohol

It is an offence under the Liquor Control Act to bring alcohol on to licensed premises, and also an offence to drink alcohol in non-licensed areas. Breaches of this nature could result in the theatre losing its licence. The theatre's licence covers the foyer, the paved area in front of the theatre and the auditorium. Front of House staff should remind patrons to return bottles and glasses to the bar when drinks are taken into the auditorium.

Awards

The Awards Night is a celebratory occasion of the year's productions. It is an annual event at which awards and life memberships (if any deemed appropriate that year) are presented. The format of the night will be decided by the committee each year. Milestone events every 10 years may also be considered.

Backstage and Green Room Access

During production week and performances, only cast and crew are authorised to be backstage or in the green room. All others are unauthorised.

Bar Access

Only rostered Front of House staff and committee members are allowed behind the bar, unless requested to assist by the duty bar manager. Bar volunteers should carry an RSA qualification.

Bar bills/tabs

No credit is allowed.

Budgets

All directors are required to present a budget estimation to the committee for approval, if over the allocated amounts of \$1800 for a play or \$6000 for a musical, prior to the purchase of any items for the production. This will avoid unnecessary expenditure on items that may be obtained from our own resources or other clubs. All items of expenditure must be documented.

Complimentary Tickets

Members

Each member who is involved as cast or crew (including musicians) in a production is entitled to one (1) complimentary ticket to that production.

Members who volunteer for Front of House duties for a minimum of two nights (for the same production) are also entitled to one (1) complimentary ticket to that production.

Members who volunteer as part of the theatre maintenance crew and the committee members are entitled to one (1) complimentary ticket to each Wanneroo Repertory Inc production.

Non-Members

Non-members are not entitled to complimentary tickets.

Adjudicators

Finley Award adjudicators are entitled to two (2) complimentary tickets and a program for each Wanneroo Repertory Inc production.

Wanneroo Rep adjudicators are entitled to two (2) complimentary tickets and a program for each Wanneroo Repertory Inc production.

Companion Card

Companion Card holders are offered one (1) complimentary ticket when accompanying an authorised holder.

Conflicts of Interest

It is incumbent on any member to declare any perceived conflict of interest.

Any member deemed to have a conflict of interest within Wanneroo Repertory Inc shall be excluded from any discussion, negotiation or decision making in the business at hand.

Curtain Calls

All curtain calls are to be rehearsed.

Directors

Once a Director has been allocated a Season, they will be invited to a committee meeting, prior to auditions, to discuss production guidelines, budget details and the Director's Kit.

Directors Kit

Guidance and Procedures, applicable to Productions, can be found in the Directors Kit (published separately).

Disruptive Behaviour

Front of House staff are authorised by the Liquor Control Act to ask noisy, disruptive, or intoxicated persons to leave the premises. Failure to comply with instructions will result in authorised persons being called to assist.

Drama Festival Plays

The same guidelines apply as in full length plays except that "open auditions" are not mandatory.

Eligibility to Vote

New members of the club must be financial members for at least 3 months before they are eligible to vote at an AGM or other special meeting.

Emergency Evacuation Drill

An emergency evacuation drill should be carried out at least once during rehearsals for each production. The Committee Liaison Officer should ensure that the Stage Manager, Bar Manager and Director are all aware of emergency evacuation procedures.

Hire Policy

Theatre Hire

All theatre bookings will be the responsibility of the assigned committee member to the role of Theatre Booking Co-ordinator (currently the Treasurer). Such bookings will be presented to the committee prior to confirmation and written hire contracts signed by both parties. (Refer Insurance, for additional requirements).

Hire or Loan of Theatre Property

Wardrobe

Hire or loan of costumes is permitted at the discretion of the Wardrobe Manager, who will record loaned or hired items in a ledger, which must be signed on collection and return of the items.

Properties (Props)

Hire or loan of properties is permitted at the discretion of the Properties Manager, who will record loaned or hired items in a ledger, which must be signed on collection and return of the items.

Electronic Equipment

Hire or loan of electronic theatre equipment, such as sound or lighting equipment, must be agreed by the Technical Manager and approved by the committee.

Insurance

Public Liability Insurance is the responsibility of any person or group hiring the theatre. A cover note or certificate of insurance must be presented at the time of hiring.

Inventory

An annual inventory of assets such as operating plant (fridges, photocopier, printers etc.), costumes, properties, tools and electronic equipment will be conducted, showing the location and value of the assets. This is required by the Treasurer prior to 31 December each year.

Membership

Membership is encouraged for anyone performing on stage. Members under the age of sixteen years are deemed ineligible to vote. New members will be registered with the Membership Officer, receive a welcome letter and receive email news bulletins.

The Membership Officer, or delegate, will be present at least once during the rehearsals of each production to collect membership subscriptions.

Minutes

Minutes are to be circulated to committee members by the week following each meeting. Once accepted as a true and correct record, a copy of the minutes will be placed in the green room for members to view.

Nominations for Committee

Only those who have been financial members of the club for 2 years or more are entitled to nominate for the Executive Committee. Exceptions may be granted if no "qualified" person is available.

Only those who have been part of the Executive Committee for a minimum of 2 years shall be eligible to nominate and take the position of President.

Only those who have been financial members for no less than 3 months are eligible to nominate for general committee positions.

Photography, video, and mobile devices

No photography or video recording is permitted by any device during performances. This includes but is not exclusive to: mobile phones; iPads; cameras of any kind.

Piano

The Yamaha piano should only be used for rehearsals and performances. It should be covered after use.

Programmes

Programmes and posters are the responsibility of the person delegated by the committee or publicity officer with input from the director. Any special programme costs must be considered and approved by the committee.

Safety Chains

Stage Lights must always be secured by safety chains. This is the responsibility of the Technical Manager, lighting designer and Theatre Maintenance Manager.

Scripts

Any person with a script, that is the property of the Wanneroo Repertory Inc, is expected to be responsible for its care and return or replacement, should it become damaged or lost.

Season Submissions

Season submissions should be requested by May 31 and read by July 31. Decisions on the next year's productions will be made at the August committee meeting. Late submissions will be accepted at the discretion of the committee.

Set Striking

The theatre will be available until 2pm of the day following the final performance for outgoing productions to strike the set and clear the stage. The incoming director may use the theatre on that day at the discretion of the outgoing director.

Smoking

In accordance with State Government regulations no smoking is allowed, at anytime, anywhere inside the theatre, or within 5 metres of all entrances including backstage entrances/exits.

Ticket Prices

Ticket prices are determined by the committee.

Group Bookings

Group bookings of twenty (20) patrons or more will be offered a 15% reduction of current full price tickets – rounded to the nearest whole \$.

Charity Discounts

Charity discounts for up to fifty (50) patrons are available to recognised charitable or service organisations for performances normally held on Wednesday or Thursday – and will be offered at 40% reduction of current full price tickets – rounded to the nearest whole \$.