

NEW VENTURE T H E A T R E

RULES, RESPONSIBILITIES AND EXPECTATIONS

These basic guidelines are for new & existing Members. The aim is to ensure people are aware of their own responsibilities and ensure good governance of the theatre.

{It should be noted that the Managing Committee reserves the right to revoke the membership of any individual who is in severe breach of the Rules and whose actions are deemed by the Committee to compromise the reputation or finances of NVT or the safety and wellbeing of any of its Members in accordance to our constitution}.

BASIC RULES AND GUIDELINES

- No smoking anywhere on NVT premises.
- No stealing. No drunken, violent, threatening or abusive behaviour.
- Members must **NOT** take part in any of the club's activities whilst impaired or intoxicated by drugs or alcohol.
- No drugs or other illegal substances are allowed on the premises.
- Members to abide by the terms of Theatre's Premises Licence (copies available on request).
- Only authorised Front of House members are allowed behind the bar.
- No complimentary drinks.
- No borrowing or removal of Club property without prior approval of the Committee.
- Members to abide by NVT's Health & Safety policy and to accept responsibility for their own health and safety and that of others.
- Keys entrusted to members **must not** be copied, borrowed, or passed on to others without the express permission of the Admin Director or his designated deputy.
- Members to respect the property of the club and that of other members.
- Members to respect the authority of Club officials and appointees.
- No more than 2 Complimentary tickets (per performance) for press **only** (not Tuesday, last Friday or Saturday) & at the discretion of the Marketing & Publicity Team.
- Bulk booking of 10 or more tickets must be paid for in advance.
- Members to follow the agreed production procedures as set out in the Production Procedure Manual covering correct use and maintenance of performance space and premises.

YOUR EXPECTATIONS AND RESPONSIBILITIES

Commitment to a production is essential – Please understand that once you have committed to a production it is to be considered to be binding unless unforeseen circumstances occur. Failure to do so could cause financial implications and/or damage the reputation of the Club.

General Support of the production

If you participate in a production, in whatever capacity, you may be asked to help with other aspects of the whole production process: e.g.

- The get-it and get-out
- Set building
- Prop making
- Technical support
- Publicising the show and general tasks necessary to the production's successful preparation and performance

General Support of the theatre

- Bar duties and stewarding
- Front of house duties
- Keeping rehearsal space and kitchen clean and tidy e.g. washing up, etc
- Help out with working parties

Professionalism

Directors may only dismiss a cast member for good reason, such as breaching of the guidelines and following a clear assessment and explanation involving Director, cast member and Management Committee. Members of a production are expected to:

- Conduct themselves in a professional fashion
- Maintain punctuality and reliability at rehearsal and performance
- Maintain disciplined behaviour in rehearsal and performance
- Maintain respect for the Director and other members of the cast and crew