

Burton Joyce & Bulcote Village Hall

Theatre Style Bookings

For bookings that use the stage with an audience such as drama, concerts, band shows, fashion shows etc, there are certain legislative regulations that now have to be adhered to. These are for the safety of the audience and performers to reduce the risk in an emergency. The items listed below need to be taken into account, and form part of the booking conditions that you as hirers sign up to.

On Stage There should be someone on stage to ensure the safety of performers eg stage manager. The sort of thing to look out for is trailing cables, unguarded freestanding lighting, chairs positioned too close to the edge of the stage and any other item or action that may constitute a hazard. Naked flames are strictly forbidden any where on stage or in the hall e.g. candles. Please bear in mind the village hall cannot be held responsible for any mishaps to performers. You should therefore ensure you have adequate insurance for your performers. Those appearing on stage should also be made aware of their exit routes in the event of an emergency by the stage manager, who should also take a performers and helpers number in case of evacuation.

Audience Seating Your seating plan should follow the guidelines on the attached layout. This shows the **maximum** seating considered safe in order to conform to emergency regulations regarding widths of gangways, and to keeping access free to the fire exits. You should pay particular attention to the area on the left where the heater sticks out.

Shows performed by the drama group, and where the stage extension is used may not be able to have as many rows as this guideline.

Wheelchairs should ideally be accommodated in row G 7/13 as this is most convenient to the fire escape with ramp access.

Such performances should also have a person responsible for audience care.

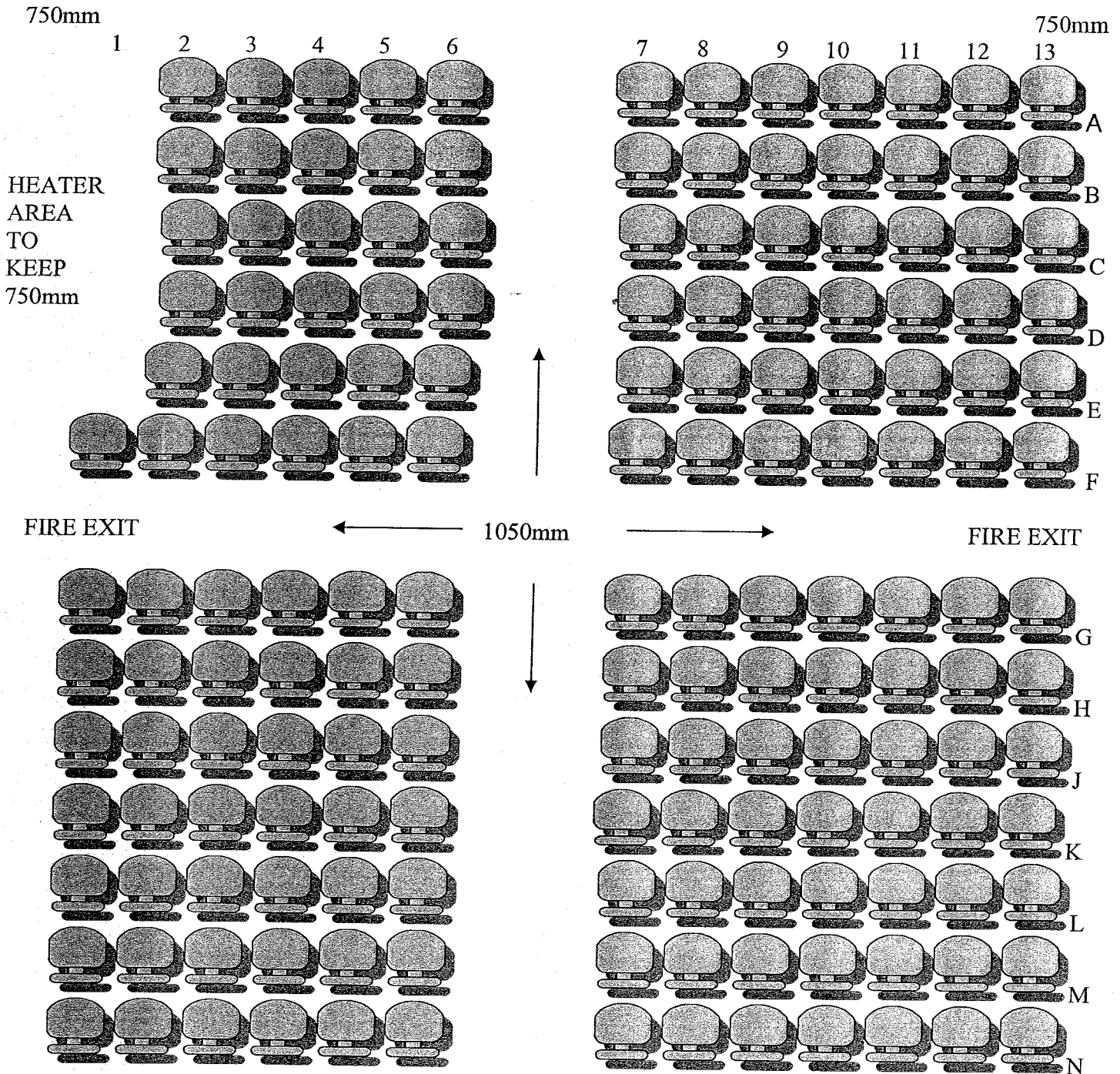
This person/s is also responsible for ensuring fire exits remain clear at all times, and that heaters are not covered by coats or any other items. Also, to make an audience count in case of evacuation.

Safety Announcement Before each performance an announcement should be made regarding smoking policy, location of exit routes in an emergency and the location of the muster point which is opposite the hall adjacent to Mercury Alarms Ltd. This can be done from the stage or by the speaker system.

The above formalities may already be carried out by many hirers of the hall, however as part of our fire & risk assessment it has now to be formalised. If any point needs further clarification do not hesitate to contact the booking secretary who will ensure that someone contacts you to discuss further.

STAGE

DOOR
MUST BE
CLEAR OF
SEATING



Max 7 seats from a gangway. Number of rows to fire escape doors will vary depending on stage configuration. Note widths of gangways are 1050mm centre & 750mm each side, or if no centre gangway 1050mm each side.