

# Hiring guidelines

Hanger Farm Arts Centre boasts a range of top class facilities, including an impressive main theatre space and auditorium, a gallery/rehearsal room and a stylish foyer, bar and box office area. The centre is available for hire, offering space for performances, exhibitions and meetings. The theatre space is flexible, with a sprung dance floor and retractable seating to accommodate all styles of performance. Hire of the theatre for productions includes full use of our backstage area and dressing rooms.

We continue to make improvements to all our performance areas. This involves regular acquisitions of equipment and staging materials. Due to this, technical specification will be subject to continual change. This all contributes to improving the facilities we are able to offer to your company. To ensure that you are fully aware of what is on offer, once you have confirmed your booking, we will strive to keep you updated on any changes.

As a Grade II listed building it is important that hirers and users adhere to our policies on using the space. Ultimately these facilities all contribute to providing a unique performance space. If you have any further questions after reading these guidelines, please contact us. Our details can be found at the end of this document.

## FAQs

### **Can we come and have a look?**

All companies wanting to visit the centre should book in advance by contacting us. For this or any specific questions for the management relating to your production, contact the Arts Centre Manager, <mailto:HangerFarm@minsteadtrust.org.uk> 023 8066 7274.

### **What does Hanger Farm provide?**

Hire of the theatre includes access to and use of stage area, dressing rooms and auditorium. We also have a gallery space, which can be booked in addition to the main space. Use of this area for exhibitions, meetings and rehearsals will need to be specifically arranged with the Arts Centre Manager.

### **Is the equipment included in the price?**

The hire fee includes use of sound and lighting equipment already on site (see Technical Information & Regulations and General Equipment List). Any additional or specialist equipment you may require can be hired through the centre by prior arrangement. Please note that there will be an additional charge for the sourcing of equipment; this will be reflected in the overall hire charge.

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If your hire is without technical assistance then there will be no technical presence at your event/ production or access to any of the Hanger Farm technical equipment.

### Who operates the equipment?

Sound and lighting equipment can only be operated by the Centre unless prior arrangements have been made to the satisfaction of the centre. The technical box is off limits to all personnel unless special permission is granted by the Centre.

The Centre will oversee technical arrangements when required – dates and times must be stated when booking.

### How long can we stay?

With Hanger Farm used during the daytime as a teaching facility, arrangements for your time at the centre must be adhered to. Please ensure when making your booking that your hire time is adequate for all your preparations, the actual event and for the clearing up afterwards. The centre has the right, at its own discretion, to charge for extra hours outside the times stated on the contract. Should you need to extend the hours beyond those times specified, prior arrangement must be made with the Centre Co-ordinator.

Visiting companies are required to remove from the theatre all of their equipment, scenery, costumes and props on the night of their last performance. Failure to do so on departure may result in them being thrown away or a charge being administered for storage. The centre does not have the facilities to dispose of unwanted scenery and other items, and companies are required to take everything with them. If you have a valid reason for not being able to conduct a full get-out on the night of your last show, arrangements must be made with the centre in advance of programmed performance dates, in order to arrange for a suitable time to do so.

## General guidance

### Stage

The stage area is surrounded by a number of wooden beams. Under no circumstances should anything to be fixed or attached to the beams as they are protected under the heritage listing.

For stage marking please use PVC/LX tape only. Gaffer tape can be used for running cables, with prior permission.

Special effects comprising use of pyrotechnics, gun-effects, naked flames and smoke/haze must be authorised by the centre before use. Permission to use pyrotechnic effects and naked flames must be applied for and received from the local authority. Advance notification therefore is required if these effects are needed. Please refer to The Technical Information and Regulations.

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It is your responsibility to ensure that your staff and any children using the space do not touch any equipment, plugs or sockets, unless granted permission to do so by arts centre staff. Sockets and items of equipment are switched on or off for a reason. If you think that something is irregular, please notify the theatre staff.

### Access

No unauthorised persons (including friends and relatives) are allowed backstage at any time. Authorised personnel are allowed access only on the dates and during the hours specified in the contract/ booking.

No unauthorised persons are allowed in the technical box, box office, and kitchen or behind the bar unless prior arrangement has been made.

Companies are requested to keep a Stage Door Register listing all cast and crew present for the production. They must sign in and out of the building as necessary. This will assist the fire warden in the event of an evacuation.

### Auditorium

The auditorium must be cleared of people, rubbish and all other items half an hour before the performance is due to start or as and when required by arts centre staff.

Do not use tape or glue to secure equipment/posters etc. to any part of the auditorium/foyer i.e. carpets, walls, ceiling etc. unless authorised by centre staff. We are a listed building and have conservation regulations that apply to us that may not apply in other theatres you have worked in before.

Please do not put feet or shoes on any part of the seating in the auditorium.

Please be aware that audience access to the left hand side of the theatre is by automatic door. Controlled by a push button, there is a short delay before the door opens making this side of the theatre difficult to use as an exit for actors. If actors need to exit via the audience rather than to backstage, the stage left/ audience right side of the auditorium bleacher seating is advised.

### Fire exits

All entrances, exits and fire exits, either on stage, backstage or in the auditorium, must be kept clear of all items, including bags, costumes, props and scenery as this can cause a severe fire hazard.

Please ensure all gangways are kept clear of equipment, cables, tripods etc. Unmanned tripods are not permitted in any aisle or gangway.

If costume changes are to be made in the backstage area or side wings then all clutter must be kept as tidily as possible. These areas are emergency exit routes during an evacuation and must be kept clear.

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### **Safety and security**

Hanger Farm has a RedCare connected fire alarm system. The centre holds all necessary licences and certification to enable us to function as a performance venue.

Hanger Farm operates a strict health and safety policy. A copy of the risk assessment for the centre is available on written request.

The centre withholds the right to refuse the use of equipment that is deemed unsafe. If you are building your own scenery/props, or bringing your own sound/lighting equipment, please ensure it is safe to use. You must be able to present a current PAT test certificate for all appliances. Any set and drapes brought into the centre must be treated with flame retardant.

Written confirmation that the above requirements have been met must be signed by your production manager and logged with the centre before either set or equipment may be used in the theatre space.

Television receiving equipment must not be brought into the theatre as we do not hold a current TV Licence.

### **PRS for Music**

If you intend to play recorded music before, after or during your event you must declare this to the Centre Co-ordinator along with a copy of the programme of music to be used. All PRS for Music charges for the event will be passed on to the Hirer. See Conditions of Hire for more details.

### **Children**

Productions and events involving children on stage must have an adequate provision of chaperones to ensure their welfare at all times. Children under 16 must be supervised and there must be at least one chaperone to every 12 children. The licensing of children as defined in The Children (Performances) Amendment Regulations 2000 is the sole responsibility of the Visiting Company, any irregularities in the provision of adequate supervision will be reported by Hanger Farm Arts Centre management to the relevant authorities.

### **Consumables**

Smoking is prohibited in the centre and on the surrounding site. If any members of your company smoke, please speak to the Centre staff about safe areas for this.

No food or drink is to be taken on to the stage area. If food or liquid is to be used on stage during the performance please discuss this with the Centre prior to the event.

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Chewing gum is not encouraged but we ask please that it be disposed of carefully and respectfully.

## **Mobile phones**

Mobile phones must be switched OFF during performances and at any other times required by the theatre staff.

## **Future plans**

We are continually updating the theatre space, in terms of the equipment and resources available. As a result we will strive to advise you of any changes that may affect your use of the venue.

## **Damage, loss and breakages**

All equipment in the building is the property of Minstead Trust, the organisation that manages Hanger Farm Arts Centre. Any breakages will be charged to your company. This includes deliberate damage or vandalism to any area of the site.

All items brought into the centre are your responsibility. No liability will be held by Hanger Farm Arts Centre or Minstead Trust for any items that go missing or are damaged.

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# Technical guidance

Hanger Farm Arts Centre has responsibilities under the Health and Safety at Work Act 1974 and other legislation for the wellbeing of its staff, the public and other visitors to the premises. It also has to meet the requirements of the Licensing Authority. The following Technical rules and regulations form part of the agreement between Hanger Farm Arts Centre and the Visiting Company.

### Scheduling/technical supervision and assistance

At the time of making your booking, please state clearly if you intend to hire the theatre space or building with or without technical assistance. If your hire is without technical assistance then there will be no technical presence at your event/ production or access to any of the Hanger Farm technical equipment.

- A meeting to discuss technical requirements and scheduling should be arranged between the Visiting Company and the Centre prior to the dates of the event/ production. This is to ensure that any work is properly planned, can be achieved safely within our performance space and within your hire times. In this meeting you can view the theatre space and discuss any questions that you may have.
- The Technical Support is available for fit-ups, get-outs, technical and dress rehearsals (within your hire period). Please liaise with the Centre (contact details below) as to how you can best use your Technical Support time during your production run. Technical Support is booked on an hourly basis with a minimum call in time of three hours. These hours need to be prearranged at the time of making your booking.
- The Hanger Farm Centre Technical Support must be present for the Visiting Companies fit-up and technical rehearsals. This is to provide assistance, to oversee technical arrangements, to oversee or train for the use of in-house technical equipment and to ensure that safe working practices are being adhered to. The Centre will advise and enforce any policies relating to the technical equipment and technical operation.
- Technical operation of shows. The Visiting Company may provide their own technicians to operate on the performance evenings. The person/s nominated as visiting company technicians/ operators must be present during the fit-up and technical rehearsals in order to be trained and deemed competent to operate in the absence of someone from the centre. We reserve the right to refuse to allow access to our technical equipment and technical box to anyone we consider to be unsuitable.
- Technical Support will not ordinarily be available for performance evenings unless additionally booked by the Visiting Company. On performance evenings a Front of House manager will be on duty but will have no capacity to assist on any technical issues. Please ensure that all technical work is completed during your fit-up and technical rehearsals in order to leave you ready for the operation of your show by your own technicians/operators.
- Extra hours for our Technical Support outside of the agreed hours of your booking are chargeable – Please contact the Centre for further information.

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### Safety

- All technical staff and operators must be over the age of 18 years unless an agreement has been made in advance with the Centre.
- No one is to use the technical equipment or technical box without the authorisation and training of the Centre. All operators will be assessed as to their suitability regarding the responsibility of using the in-house equipment.
- No one is to use the technical equipment, ladders or gain access to the technical box whilst under the influence of alcohol or other substances. All operators are expected to remain sober during their time of responsibility for the equipment and access to the technical box.
- All Visiting Companies are required to have Public Liability Insurance. Proof of insurance will be required. Please contact the Hanger Farm Centre Coordinator for further details.
- All persons wanting to use ladders within our building must be covered by their own liability insurance, both public liability and employers liability insurance for your company members. If satisfactory proof of insurance cannot be proven then only the Hanger Farm Arts Centre employees may do any work in the lighting rig or use ladders within the building. If you do not have insurance please ensure you have booked enough time to work with the Centre to achieve the desired results for your show. Ladder work must be done within your fit-up and technical rehearsals and not on performance evenings –unless a prior agreement has been obtained from the centre.
- Only designated dressing rooms must be used for costume changes. The backstage area must not be used as a dressing room overspill area. We require the backstage corridor and wings to remain clear in case of an emergency. If quick-change costume changes are to be made we can advise on the safest areas for this and we need to be aware of any obstructions to the passageways.
- All staff and personnel of the Visiting Company must make themselves familiar with our emergency procedures for the event of an evacuation. These procedures are placed around the building and on all exits in the form of a poster. When a company is first assembled in the theatre space for either a rehearsal or fit-up the Centre will run through the emergency procedure with you.
- Alcohol is forbidden on the premises unless you have prior permission from the Hanger Farm Centre Co-ordinator. This includes rehearsals, performances and private parties.

### Equipment

- Sound general set-up. A mini-disc player and CD player are always set up with our sound desk. Please liaison with the Centre for any other requirements that you may have.
- Lighting general set-up. A general stage wash is always available across our stage area. From September to June each year there is a house rig in place for use by the daytime college classes and at certain times of the academic year there are requirements for lighting to be in place for college exams. This is generally able to be modified or adapted according to your lighting needs. The house rig will be flexible and

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we will always be accommodating to your lighting requirements. Please contact the Centre regarding your lighting needs and how they can be adapted or incorporated into the house rig.

- If you wish to bring your own equipment please be advised that our lighting bars are on 16amp c-form.
- All equipment that is brought into the centre must have an up-to-date pat test, preferably with the pat test done within the preceding month to your hire.
  - Please note that we can not provide either gobos or gels. We can order them to be ready for your production at a nominal cost.

## Staging

- All scenery, drapes, cloths and similar must be made of materials that are not readily inflammable or of material which has been treated with a flame proofing or retardant. If they are not treated you will be asked to remove them from the building.
- All scenery must be stable and not likely to collapse once erected other than as an intended effect.
- The flooring in our main space is polished pine. This can lead to gel colours not reacting in a standard manner. If you are choosing gels for your production we advise that you use colours that contain little in the 550-600nm area. The Centre is happy to advise you if needed.
- Due to the space being used during the daytimes alongside evening bookings it is not possible for staging and scenery to be left out in the performance space. We may be able to provide an area for you to store your set but please keep in contact with the centre regarding the size of your set so that we can advise you as to the suitability of where or if we can store it. We endeavour to accommodate all parties as to their use of the performance space.
- When booking your event/ production please advise us as to whether you require the bleacher seating to be stored away or left out as seating. This allows us to plan around your needs.

## Access

- Technical operation is generally run from a position to the right of the bleacher seating at floor level. The technical operation can be run from our 'box' at the back of the auditorium but this is not the optimum position for both visibility and audio levels. If you require the technical position to be located in the box you must give us advance warning. In order to accommodate all users of the lighting equipment and to adhere to health and safety rules this arrangement must be arranged in advance of your production or rehearsal period. Please contact the Centre. The sound and lighting desks can be set up on the back of the bleacher seating in the auditorium, this takes up 8 seats. If the bleacher seating is retracted then the lighting and sound desks may be set up at ground level on the back wall of the theatre.

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- Access to the theatre space for set and large items can be via the fire doors on either side of the auditorium. Please liaison with the Centre prior to your arrival for the appropriate access area.
- Our 'Stage Door' at the dressing room end of the building is not staffed and is generally kept locked from the outside. Upon arrival to the building please report to our foyer area to make arrangements for the access to the backstage area.
- All companies must ensure that the hire times they have booked in the building allow enough time for get-in before their rehearsal/ performance and to clear up after their rehearsal/ performance. Any run over past your booked hire time will be chargeable at an additional rate.

## Special effects

- Pyrotechnics are currently not allowed at Hanger Farm Arts Centre. Naked flame can only be used in the theatre with prior permission and generally is not allowed. Please advise us at least two months in advance of your production if you intend to use either pyrotechnics or naked flame. A risk assessment detailing what you plan to use with regards to its use within our building must be provided. An application for permission does not guarantee being able to use an effect. Failure to give advance warning will result in permission being refused.
- Smoking is banned throughout the Arts Centre and this includes the use of lit cigarettes on stage.
- Warning must be given before the use of Strobe lighting, excessive flashing lighting, loud bangs and the use of smoke/ haze machines. Hanger Farm Arts Centre will display warning signs for the public in the event of the use of some of these effects. In certain circumstance we will require you to put a notice to the public in your program to accompany our warning signs.
- All smoke machines must be tested at Hanger Farm prior to their use in either rehearsals or performances. This test will be done under controlled conditions and the findings logged. Front of House staff will be made aware to follow our smoke machine procedures on the nights of your performances. Failure to give warning may result in call out charges for emergency services being levied.
- If you intend to use any effect or prop to simulate guns, gunshots or similar: prior permission must be obtained from Hanger Farm Arts Centre. A written risk assessment may be required to accompany the use of stage guns or gun effects within the building. Any effects containing stage guns or gun effects **MUST** be demonstrated under controlled performance conditions before permission will be allowed for their use in the building. If you believe that you wish to use these effects please contact the centre to discuss this issue. Failure to give advance warning of an effect will result in permission being refused.
- If deemed necessary Hanger Farm Arts Centre may want to see effects in use under controlled performance conditions. Hanger Farm Arts Centre reserves the right to refuse to allow any special effects to be used within the building.

## Licensing

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- We hold the correct licensing in order for Hanger Farm Arts Centre to be used as an entertainments venue. It is the responsibility of the Visiting Company to obtain all copyright and licences required for their production (as distinct from the premises).
- PRS for Music: If you intend to play recorded music or perform copyrighted music or scores before, after or during your event you must declare this to the Centre Co-ordinator. All PRS for Music charges for the event will be passed on to the Hirer.

Hanger Farm Arts Centre reserves the right to change or amend these regulations at any time. Please keep in contact with the centre and discuss your needs directly with the Centre Co-ordinator.

For any further technical information and advice, or to book an appointment to either view the space or discuss your production please contact us.

### Contact

Arts Centre Manager

Hanger Farm Arts Centre  
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### Minstead Trust contact details

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