



HOUSE RULES FOR WODS MEMBERS WORKING IN THE SWAN THEATRE

These notes are to be read carefully by all WODS and WODYS members and helpers working on shows at the Swan Theatre whether they be cast members, backstage crew, technical staff, musicians or front-of-house workers. The notes are based on the expectations of Worcester Live of organisations hiring the theatre and of WODS expectations of its members.

1. Fire Procedures. All WODS and WODYS members (cast, crew and associated helpers) must be aware of the Emergency Procedures at the Swan Theatre. This can be done by reading the relevant document on the WODS web-site, reading the briefing notes supplied by the Stage Manager, receiving a briefing from the Stage Manager at WODS Hall and receiving a briefing from the Worcester Live Duty Technician before the start of the Technical Rehearsal.
2. Health and Safety. All WODS and WODYS members (cast, crew and associated helpers) must be aware that they have a duty of care to protect themselves and other users of the theatre. This is achieved by the Stage Manager producing a Risk Assessment for each show in consultation with the WODS Health & Safety Manager and the Swan Theatre Technical Manager. This document forms the basis of briefings for the crew and for the Technical Rehearsal for the cast and crew.
3. Reporting of accidents. WODS and WODYS members must ensure that any accidents occurring at the Theatre are reported to the Stage Manager who will ensure they are recorded in the Accident Book kept in the Front-of-House Office and reported to the appropriate member of staff (Duty Technician or Duty FOH Manager).
4. Smoking. Smoking is not permitted in any part of the Swan Theatre or associated buildings. This includes the bridge to the Studio Block and the Bar Balcony.
5. Alcoholic Drinks. Alcohol is not permitted either on-stage or in any technical or back-stage areas, including the Lighting Box and the Dressing Rooms.
6. Hot Food. We are not permitted to bring any hot food into the theatre or associated buildings. This includes fish and chips, curries, Chinese take-aways and McDonalds. We need to notify Worcester Live in advance if we intend to bring in outside catering during the show week.
7. Public Areas. Worcester Live Charitable Trust Ltd controls the public area of the Swan Theatre, and all WODS and WODYS members (cast, crew and associated helpers) must follow any instructions given to them by the Duty FOH Manager.
8. Security. We must ensure that only those authorised to work on the show are allowed access to the back-stage areas of the theatre. Do not invite friends or family

- backstage before asking permission of the Stage Manager. All key-coded doors must be kept closed at all times. If you see anyone backstage who is not authorised to be there, you must report it immediately to the Stage Manager or the Duty Technician.
9. Money and valuables. Wherever possible, do not bring valuables to the theatre either during performances or during get-ins and rehearsals. If necessary, you can leave valuables in the safe in the FOH Office or leave them with the Deputy Stage Manager. Never leave your valuables unattended in public access areas.
 10. Dressing Rooms. The dressing rooms are kept locked during the day and are unlocked by the Duty Technician 90 minutes before the performance. Cast members must ensure that they vacate the dressing rooms no more than 30 minutes after the end of the show, after which they will be locked, and not re-opened.
 11. Condition of the Theatre. At the end of our hire, we must ensure that we return all areas of the Theatre to the condition they were in when we commenced the hire. This includes dressing rooms, all back-stage and technical areas, the orchestra pit and the Studio block (if used). All rubbish should be put in bins and the stage swept. Tabs and borders should be folded and returned to the Tab Store and all lighting de-rigged and returned to the lighting and cable storage areas. Any technical mal-functions encountered during the week should be reported to the Stage Manager or the Duty Technician.
 12. Parking. We are not allowed to park in the back yard unless we are loading or unloading equipment and materials for the show. Parking in the designated staff parking spaces is not permitted at any time.
 13. House Seats. Worcester Live keep back 4 seats in every show for their Stewards. There are an additional 4 seats that are held back and released at the discretion of the FOH Manager. Worcester Live are also entitled to up to 4 complimentary tickets for each performance.
 14. Worcester Live staff. The Duty Technician and Duty Front-of-House Manager have complete and absolute authority at all times. All WODS and WODYS members using the Theatre must defer to their authority. Please do not argue with their instructions or disrespect them in any way. To do so could damage WODS relationship with Worcester Live.