

# Great Hall *at The Leys*

## Hirer's Information Pack *for Performance Lettings*



More information:

[www.theleys.net/greathall](http://www.theleys.net/greathall)

# *Welcome*

We are very pleased to welcome you to Great Hall at The Leys.

## **Leys Staff**

The Leys provides a Duty Technician to be on duty at all times while the building is operational during the hire period, subject to reasonable working hours and breaks. The Duty Technician is responsible for the security, safety and operational state of the building, as well as advising and assisting with our technical and stage systems during your fit-up period. For the avoidance of doubt, the Duty Technician is not able to contribute to the design, set-up or operation of the event, unless stated in advance in the Booking Contract.

The Leys also provides a Duty Manager for performances to oversee and assist with front-of-house activities, as well as briefing your ushers/stewards before each performance.

## **Hirer's Staff / Crew**

Unless otherwise agreed in advance, you are responsible for providing sufficient competent staff to set-up and run the event in a safe and professional manner. For most theatrical events/performances, this must include at least a Production Manager/Stage Manager who is very familiar with the show and shall be the main person in charge of the running the get-in, fit-up, rehearsals, performances and get-out. In addition, depending on the complexity of your event, it is likely that you will need crew members/designers for the set, lighting, sound, costume, props, etc. – as well as crew for the Get-in/Get-out periods and operating the lighting/sound.

Your staff will need to liaise with the Theatre Manager for all technical and stage requirements, including arranging any advance site visits and the exchange of relevant plans and documentation.

Your Stage Manager will be responsible for initiating evacuation procedures in the event of an emergency, in liaison with our duty staff.

## **Ushers/Stewards**

You will need to provide front-of-house staff (ushers/stewards) for the performance(s). A minimum of one usher is required per auditorium entrance (4 in total) for each performance. This must be in addition to any staff required for operating the box office, bars, and/or selling programmes and merchandise.

The ushers are required to watch an online briefing video before each performance, and will be required to sign a declaration that the safety briefing has been viewed and understood.

You will need to provide a designated member of staff as the principal point of contact on site during the hire period with the appropriate authority to make decisions in liaison with the Duty Manager. This person will be in charge of your ushers/front-of-house staff, including confirming that the ushers have viewed the briefing video, allocating their duties, and ensuring that the procedures are followed correctly.

Ushers will check tickets at the door and welcome patrons during the pre-show period to help manage the arrival of the audience. Programmes and other merchandise should be sold at the Box Office or in the main foyer space away from the doors, rather than delaying the entrance.

## **Safeguarding & Chaperones (see Terms & Conditions)**

You are responsible for any necessary licensing/permissions for young performers, and must provide sufficient adult chaperones for any children involved in the event.

You must provide a copy of your Safeguarding Policy, and you will undertake all necessary Disclosure and Barring Service (DBS) checks as appropriate for staff and volunteers.

Children of different age ranges must be provided with separate dressing rooms where possible, and of course must also be separate from adult changing rooms/toilets.

Safeguarding is a non-negotiable priority for The Leys School in all areas of our business. As a school, we have responsibility for the safeguarding of all children and adults at all times.

Lettings during The Leys School term-time (including weekends) may require additional safeguarding measures, to be agreed in advance.

## **THEATRE BAR**

**For most lettings, we will run the theatre bar using our nominated bar supplier.** You must still comply with all requirements of our Premises Licence (see Terms & Conditions).

If you are running your own bar (not applicable for most hires), you will need to provide all of your stock, glassware, cash/card sales, and bar staff (who will need to attend a short licensing briefing with our Duty Manager before the first performance).

There is a small kitchen area behind the Box Office with a fridge, freezer and sink. Great Hall does not have any facilities for washing glassware.

For most events we will run the main bar in the Stalls foyer, which will open 45 minutes before the performance, and again at the interval. Unless otherwise agreed, the bar will close at the end of the interval, or at the latest 30 minutes before the end of the day's hire period. (Late opening must be agreed in advance as part of the Booking Contract.)

The bar will offer interval pre-ordering, and pre-ordered drinks will be left for patrons in the Stalls and Circle foyers as appropriate. The Duty Manager will liaise with your staff to manage the bar queue and to ensure that all patrons are served before the start of the show and during the interval.

If you have any special requirements for the bar, please let us know in advance. Subject to agreement with our bar supplier, we can also provide ice creams and/or hot drinks at the bar.

### **Bar Price List**

If you are running your own bar, you must provide a price list showing all beverages for sale, including serving measure (e.g. Wine 125ml) and alcohol content (e.g. 5% ABV). This must be displayed at all bars and is a requirement of the Premises Licence. If you are serving wine by the glass, you must offer the smallest measure of 125ml (you can offer larger measures as well, if you wish). Measures must be poured accurately.

Tap water must be made available to patrons.

## **TICKETS / BOX OFFICE**

All performances must be ticketed.

It is strongly recommended that reserved seating is used, in which case the Box Office must provide tickets showing seat numbers according to the Seating Plan which will be issued by the Theatre Manager (also available from our website). The seating capacity must not be exceeded for any reason. Standing is not permitted.

Except when we are providing the Box Office, you are responsible for informing us in advance of any wheelchair spaces and/or special seating arrangements for each performance. Sufficient provision for wheelchair spaces must be provided (this will reduce capacity slightly - as shown on the Seating Plan).

A small number of seats near to each auditorium entrance should be held off-sale to allow for the safe entry of latecomers. Any other seating reductions must be agreed before tickets go on sale (e.g. seats removed for technical equipment or stage extensions).

You are responsible for operating the box office at the venue, including provision of cash/card sales and box office staff.

## **PUBLICITY**

You are responsible for all marketing and publicity for your event.

We are usually able to display large laminated posters or banners advertising the event (to be provided by you) at the entrances to the school site for a limited period only.

You may also provide A3/A4 posters for us to display and distribute at our discretion.

We may at our discretion advertise the event through the Great Hall social media and Box Office website (let us know in advance if you do not want this).

You can also provide content to be displayed on the screens in Great Hall during the hire period, consisting of a still image in JPG format or changing images as a PowerPoint presentation or MP4 video. These must be provided to the Theatre Manager in advance.

## **SITE ACCESS & CAR PARKING**

A site map for lettings can be found on our website at [www.theleys.net/theatre-tech](http://www.theleys.net/theatre-tech).

All traffic must enter from The Fen Causeway, unless otherwise stated in advance. There is very limited car parking available on site.

**Unless otherwise agreed on the Booking Contract, you must make clear on all advertising and tickets that audience car parking is not available on site.** Some on-street parking is available south of the school on Trumpington Road and other surrounding streets. Our nearest public car parks are Queen Anne Terrace and Grand Arcade (15-20 mins walk). More advice for patrons can be found at [www.theleys.net/boxoffice](http://www.theleys.net/boxoffice).

A maximum of 5 spaces can be reserved near to Great Hall for disabled/infirm patrons. These must be booked in advance. Audience members can book directly with us by using the form available via our Box Office web page (please refer patrons to [www.theleys.net/boxoffice](http://www.theleys.net/boxoffice)). Performers, crew and front-of-house staff must not park in these reserved bays.

There is a small car park for your staff and crew only (20-30 cars). Vehicles may park adjacent to Great Hall to offload/load only.

A drop-off/pick-up system can be provided for the arrival/departure of the performers, if required. We will provide appropriate signs to direct drivers to the drop-off/pick-up area(s).

If you are expecting large numbers of vehicles on site, we may ask you to provide additional ushers/stewards to patrol the outside areas to assist with drop-off/pick-up and parking arrangements.

## **PEDESTRIAN / CYCLE ACCESS**

Pedestrians entering from Trumpington Road or The Fen Causeway can follow the signposts directing to Great Hall.

Cycle parking racks are also available near to the Trumpington Road entrance, and performers/patrons may leave cycles in any reasonable location outside of Great Hall at their own risk.

## **GENERAL INFORMATION**

### **Smoking Policy**

Smoking and vaping is not permitted anywhere at The Leys, including outside areas. Smokers must exit the school site when required. Some leeway is given for audience members, but it will be enforced around the main entrance and near other buildings. During term-time, smoking is strictly prohibited. Smoking on stage as part of the performance is also not permitted, but can be simulated if needed.

### **Security**

Great Hall will be managed by our team throughout your event. If you require any rooms to be locked during your break times, please inform the Duty Technician. Access may be restricted to certain areas, depending on operational requirements and the arrangements listed in the Booking Contract. The building and the school site will be locked overnight.

### **Guest Wi-Fi**

Wi-Fi access will be provided for guest devices throughout your hire period. Connection details will be provided on arrival.

### **Daily Access**

Any change to the agreed access times must be arranged in advance with the Theatre Manager. Please use the main entrance at all times, unless advised otherwise.

### **Access to Backstage**

Only performers, crew and members of your staff are permitted in the backstage areas (including the main staircase and drama block).

Only designated technical crew are permitted to access the 'Technical Level' of the theatre (e.g. technical galleries; stage bridges; tension wire grid; control room).

**You must provide a sign-in/out sheet for all performers and crew, and ensure that it is used every day.**

## Programme credits

Please include the following text in your programme for the event:

*For Great Hall at The Leys:*

Great Hall is managed and maintained by The Leys School, Cambridge's only co-educational boarding and day school for 11-18 year olds, and part of The Leys and St Faith's Schools Foundation.

[www.theleys.net](http://www.theleys.net)

Director of Events: Claire Payne

Theatre Manager: Paul Durose

Theatre Technicians: Adele Meads & James Andrews

Patron of Great Hall: Mr Steven Levy

## Use of venue name & logo

With our written consent, you are welcome to use our logo as a means to identify the venue. Please refer to the venue as "Great Hall at The Leys" as much as possible (not "*The Great Hall*"). Use "The Leys School, Trumpington Road, CB2 7AD" as the main location for all publicity and audience access, although vehicles must enter from The Fen Causeway.

## Temporary signs in Great Hall

You are welcome to put up your own signs and notices for merchandise, price lists, promotional material, dressing rooms, etc., but we ask that **signs are not attached to any plastered surfaces**. Blu-tack may be used on any glass, timber or concrete surface. There is a pin board behind the Stalls bar and A3 (portrait) clip-frames in the Gents & Ladies toilets. The main dressing rooms have A4 (portrait) clip-frames on each door.

## Complimentary tickets

We do not require any complimentary tickets, although our Duty Manager may sit in the auditorium to watch the performance if a spare seat is available.



## **DRESSING ROOMS**

(Please consult your Booking Contract for available rooms.)

### **Backstage:**

Dressing room 1 – 5/6 persons.

Dressing room 2 – 4/5 persons.

*1 x accessible toilet (shared).*

Green Room (stairs access only) – 6/12 persons, or crew/band room (with kitchen area, kettle, microwave, fridge).

*2 x toilets; 1 x shower.*

### **First floor:**

Middleton Studio – 30+ persons.

*1 x accessible toilet (shared with Circle audience).*

### **Second floor:**

‘G31’ Drama classroom – 20 persons.

‘G32’ Drama classroom – 20 persons.

‘G33’ Drama rehearsal room – 20+ persons.

*No toilets on this level. Drinking water available.*

### **Third floor:**

Dance Changing Room – 15 persons (with shower room).

Dance Studio – 30+ persons (no tables, no outdoor shoes, no show relay).

*2 x toilets; 1 x shower.*

## **TECHNICAL INFORMATION**

Our detailed Technical Specification can be found on our website here: -

[www.theleys.net/theatre-tech](http://www.theleys.net/theatre-tech)

All facilities and equipment requirements, as well as working hours and staffing, must be agreed in advance with the Theatre Manager.

Please ensure that sufficient time is allowed in your schedule for get-in, set build, rigging, focusing, plotting, technical rehearsals, etc. - as well as ensuring that the get-out is carried out in an efficient and timely manner.

Unless stated to the contrary, all equipment and facilities listed in the Technical Specification will be made available in accordance with the Terms & Conditions (subject to unexpected equipment failure or other circumstances beyond the control of the School).

For the avoidance of problems at the venue, all plans/schedules should be provided to the Theatre Manager at least 14 days in advance. Copies will also be required of the Production Risk Assessment and Construction Plan (where appropriate) – This is a contractual obligation before the letting can go ahead.

### **Arrival Briefing**

Your crew are required to watch an online briefing video in advance of the Hire Period, and will be required to sign a declaration that the safety briefing has been viewed and understood. All personnel in attendance for the Get-In must watch this video before any work can be carried out on stage.

During the Get-in/Get-out, crew are required to wear appropriate footwear (e.g. hard-capped shoes or boots), head protection, gloves (if appropriate) and a high-visibility vest.

### **Get Out**

The get-out will usually take place after the final performance. Please note the final end time listed in the booking contract for the completion of your hire period. After this time, we reserve the right to charge the full hourly rate, plus any applicable surcharges. All of your scenery, equipment, costumes, large/excess waste, and other belongings must be removed from the premises, unless agreed by the Theatre Manager. Penalty charges may apply if not.

## **Production Risk Assessment**

Please provide a copy of the Production Risk Assessment to the Theatre Manager in advance. This must consider all elements of the production, not just Technical, and should be completed by your Production Manager in liaison with the other production staff (including the Director). We can supply a blank template for guidance if required.

## **Construction Plan (Method Statement)**

A construction plan and schedule is required for the get-in/fit-up if you are using any type of scenery or rigging. We can supply the HSE's standard template if required. Together with the Risk Assessment, this will form your Production Safety File, as required under the CDM (Construction, Design & Management) Regulations.

## **Electrical equipment**

Please ensure that any electrical equipment brought into Great Hall is covered by an in-date In-Service Inspection and Test (commonly known as a 'PAT Test'). We are not able to provide tests during your letting. This should include any electronic musical instruments, such as keyboards and guitar amps, and any personal electronic devices which performers may bring such as hair dryers or straighteners, and mobile phone chargers.

## **Paint & other chemicals (COSHH)**

Any paint or other chemicals brought into Great Hall are subject to the requirements of COSHH (Control of Substances Hazardous to Health). Please liaise with the Theatre Manager with regard to the use and storage of any substances during your letting period (e.g. for set painting, spray painting, props making, costume washing, etc.)

We are not able to provide COSHH storage or disposal during your letting.

## **Sustainability**

You are strongly encouraged to read the **"Theatre Green Book"** (available free here - <https://theatregreenbook.com>) and to make every effort to follow the suggested baseline requirements for Sustainable Productions. Your whole production team should engage with this from the start of the planning process.

## **EMERGENCY PROCEDURES**

On arrival you will be given a welcome pack and/or briefing regarding our emergency procedures, as well as emergency contact details for our team.

You must ensure that the rest of your company is made aware of the emergency procedures.

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## **REMINDER CHECKLIST**

Documentation required by The Leys in advance of your arrival (as appropriate):

- Public Liability Insurance certificate.
- Safeguarding Policy.
- Your logo/text/posters.
- Final event timetable/rehearsal schedule.
- Stage Ground Plan(s) & Flying Plot.
- Lighting & Sound Plan(s).
- Production Risk Assessment.
- CDM Construction Plan for large set builds & get-in/get-out periods.
- Video/presentation for display on foyer screens.

## **CONTACT DETAILS**

*For operational & technical enquiries:*

Paul Durose  
Theatre Manager  
Tel. (01223) 508946  
[pdd@theleys.net](mailto:pdd@theleys.net) (e-mail contact preferred).