Appendix 3 - Wolfson Hall, Conditions of Hire

Duties of House Manager

1. The House Manager, or their deputy, shall be present 30 minutes before every performance and throughout all performances. They should generally be available in seat L.5. It shall be the responsibility of the House Manager:-

   a) To ensure that all exit doors are unlocked and unbolted.

   b) To ensure that the exit signs are illuminated.

   c) In the event of the failure of the secondary lighting system, they shall ensure that the auditorium is at once illuminated by the general lighting service and shall require the public to leave the building. The public will not be re-admitted until the safety lighting is restored.

   d) To ensure that at all times when the public are present adequate steps are taken to ensure their safety and good conduct.

   e) To appoint four stewards – whose names shall be submitted on each occasion to the Porters Lodge.

   f) To check fire-fighting apparatus in the auditorium and to ensure that all stewards are aware of the positions and means of operation of all such equipment. The stewards shall always remain in the auditorium or foyer. In the event of fire and at the end of each programme, they shall open the two exit doors and regulate the flow of people through them. One steward shall at all times remain at the rear of the auditorium equipped with a powerful hand torch and shall be ready, if the external lighting fails, to open the main exit doors and to illuminate the raised covered way so as to ensure the safety of those leaving the building.

   g) In the event of the fire alarm sounding to request the audience to leave the auditorium calmly and as quickly as possible.

   h) To ensure that under no circumstances are there more than 235 persons (excluding stewards) present in the auditorium and that everyone is seated – no standing is permitted.

   i) At the end of each performance to report to the Porters Lodge that the auditorium is empty and may be locked and that the stage manager has cleared the dressing rooms and stage.

   j) To ensure that the ‘No Smoking’ sign is strictly enforced at all times.

Duties of Technical Manager

1. Before the first day of hire the technical manager shall, by appointment, discuss their requirements with the AV Technician.

2. They shall then accept from him or his representative such College equipment as he requires and shall sign one copy of the inventory. It shall be his responsibility to ensure that every item of such equipment is returned to the college complete with all fittings, undamaged and in good order, at the end of the hire. No modifications or changes may be made to any piece of equipment without the specific approval of the AV Technician.

3.

4. Not more than two persons and the Stage Manager shall be permitted to enter the projection room.
5. The Technical Manager will specifically and on each occasion be responsible for:-

a) Ensure that the fixed equipment in the projection room is not mishandled, overloaded or damaged.
b) Ensuring that the sound reinforcement and associated equipment and the projectors are not used or interfered with.

Amended 5.11.2007