

## **Venue Policy**

**(please also see environmental policy)**

**Please note that this covers both our theatre venues and our film locations.**

**All venue/ location owners are welcome to receive a confidential copy of the script being performed or recorded in their space as well as our risk assessments and access to all our governance documents.**

In a nutshell, all our members are expected to treat any theatre, film location, studio, or rehearsal venue with the utmost care and respect, and to take full responsibility for themselves in doing so.

### **Recycling**

We endeavour to recycle as much as is practicable from our work,. This may be by sorting general waste into specific recycling bins, or my remaking items into new costumes or props, or giving items away to other for their use.

### **General waste**

Where the facility exists, general waste will be sorted into specific recycling bins, If not, it will be placed in a general waste bin.

### **Cleaning**

We expect our members to leave all spaces (film locations, theatres, rehearsal venues, studios, hotels, campsites, vehicles) as they found them, or in better condition. This means disposing of all waste in relevant bins, rubbish bags, etc (or taking it home!), washing cups and plates, returning all the venues items they have used, to their original space, sweeping the floor, even if there is a designated cleaner, help make their work easy. It creates an excellent impression when we want to return.

### **Breakages**

If an item belonging to the venue is broken or damaged, this must be immediately reported to our the committee and the venue owners. If done through actions against the advice of our committee, the member causing the damage may be asked to make full restitution. In the case of accidental recorded damage, our committee will contact the venue owner and discuss full restitution, with full apologies.

### **Camping**

Working on our films often involve camping. Please observe the camp-sites rules for all rules on the use of things like open fires, disposal of waste, toiletry disposal. If in doubt, do not start an open fire.

### **Drones**

Please refer to our drone policy and legal requirements for drone use.

### **Risk Assessments**

All venues will have a risk assessment which will be kept with a member of our committee, and provided to venue owner.

### **Policy towards animals and wildlife. (please see our animals policy)**

No wildlife or animals are to be harmed, or disturbed. Any concerns, or discovery of a harmed animal are immediately to be brought to the committee who will seek relevant assistance for the animal. If caused by a member of our team, that team member will be liable for any veterinary fees,

or other compensation, as well as any legal consequences.

If our committee have deemed that the harm of the animal was caused by wilful negligence or maliciously, that member will not only be responsible as above, but also will be removed immediately from our membership.

### **Noise policy**

We ask our members to keep noise within reasonable levels on all rehearsals, at all film locations, camp-sites, hotels, and at / outside venues. Repeated ignoring of this may result in members being asked to leave that area. Any complaints are to be brought to the committee who will speak to the people raising the concern. Especial attention is to be paid late at night/

### **Use of cars and vehicles**

Use of vehicles is critical to our work, but where possible we share travel costs and use public transport to minimise impact on the environment. These vehicles will be kept in designated vehicular areas.

### **Partying/ drunkenness**

This is not permitted at a venue, or location. This is a working space.

### **At a theatre**

All members will defer to the requirements of the in-house staff. If a conflict occurs, please locate a committee member to assist.