

## **Venue Policy**

**Please note that this also covers 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 members of our team 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 others for their use.

### **Disposal of electrical items**

Waste electrical items will be disposed of in accordance with the law, at a recycling centre, if they are no longer safe and usable. Anything safe and usable will be passed to another organisation 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 stage manager and the venue owners. If done through actions against the advice of our administration team, the team member causing the damage may be asked to make full restitution. In the case of accidental recorded damage, our administration team\ will contact the venue owner and discuss full restitution, with full apologies.

### **Camping**

Working on our films may 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.

### **Campfires**

We will only permit one, if specific permission has been obtained from the site owner. At the end of use, it must be fully extinguished, including all embers, and the firepit filled in, unless a permanent fixture.

**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 our stage manager, and provided to venue owner.

**Policy towards animals and wildlife.**

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 administration team have deemed that the harm of the animal was caused by wilful negligence or maliciously, that team member will not only be responsible as above, but also will be removed immediately from any future involvement with our company.

**Noise policy**

We ask our team 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 our administration team 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 any venue, or location. This is a working space.