

ST MONICA'S HALL (THE INTIMATE THEATRE)

521 GREEN LANES, LONDON N13 4DH

ADDITIONAL NOTES THAT FORM PART OF THE TERMS & CONDITIONS OF HIRE

1. Theatre Administrator
 - a. Must maintain a sufficient number of suitable receptacles for refuse storage to the satisfaction of the Licensing Authority
2. Box Office Manager
 - a. Must ensure that the area designated for wheelchair users is indicated on the seating plan
3. House Manager
 - a. Must be a trained adult i.e. aged 18 years or more
 - b. Must be on the premises at all times the licence is in operation
 - c. Must not be engaged in other duties that conflict with his/her primary duties
 - d. Must provide a sufficient number of trained adult staff as stewards while the licence is in operation
 - e. Must manage the stewards while they are on the premises
4. Duty Fire Officer
 - a. Must be a competent adult
 - b. Must be adequately trained by a recognised authority in fire-prevention and extinction
 - c. Must not be engaged in other duties which conflict with this primary duty and shall be readily identifiable and distinguishable from other members of staff
 - d. Must inspect all parts of the premises at the end of every separate performance in order to ensure no fire exists and to identify any possible fire risk
 - a. Must monitor the car park to ensure all cars comply with the regulations
5. Steward
 - a. Must be a competent adult
 - b. Must be trained to act appropriately in the event of an emergency
 - c. Must be on the premises as specified by the House Manager when the licence is in operation
 - d. Must be readily identifiable and distinguishable from members of the audience
6. Stage Manager
 - a. Must be a competent adult
 - b. Must ensure that any items brought into the premises comply with all regulations relating to Fireproofing
 - c. Must ensure that the number of performers and support staff does not exceed 48 within the stage, dressing room and ancillary areas at each performance
 - d. Must maintain and retain a Check In list of all backstage personnel

7. Technical Manager

- a. Must ensure that all licence requirements and relevant Health & Safety and legal regulations are complied with in relation to the use of radio microphones, smoke machines, thunder flashes, bubble machines, dry ice, and any other special effects
- b. Must ensure the appropriate storage, labelling and control of pyrotechnics, explosives or other highly flammable substances, fire arms and ammunition
- c. Must inspect and certify the installation of temporary electrical equipment
- d. Must ensure that all approved arrangements at the premises are , at all material times, maintained in good condition and in full working order
- e. Must monitor noise levels to ensure nuisance/disturbance is not caused to local residents
- f. Must maintain a log book to record the holding of fire briefings, the carrying out of checks and initial that log book weekly
- g. Must ensure that a warning sign is erected in the foyer if strobe lighting is used and that the flashing rate shall not be set to exceed 5 flashes per second
- h. Must ensure that seats are NOT taken out in any area other than that designated to accommodate wheelchair users