

A Guide for
Union UCL Producers
(Theatre and Studio)

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Contents:

Introduction	3
Our standard of service	3
This Guide is.....	3
Code of Conduct	4
Pre-Contract Process.....	5
Training	5
Usage Discussion.....	5
Pre-Production Meeting.....	6
The Contract	7
Breakdown of Theatre and Studio charges	7
Show Length	9
Artist(s)	10
Production Meeting.....	13
Box Office	14
Dates & Times of Performances	14
Ticketing	14

Backstage Rooms	24
Technical	25
Staffing	25
Missed Meal Breaks for Theatre Technicians	25
Minimum Break Period	25
Health and Safety	25
Equipment	26
Set and Lighting Design	26
Scenery and Props	26
Lighting	26
Special Effects	26
Weapons	26
Production Schedule	27
Workshop Facilities for Theatre usage only	27
Paint and Workshop equipment	27
Technical Deliveries	28
Returning the Theatre to its original state	28
Removing society property from the theatre	28
Pyrotechnics for Theatre usage only	28
Fireproofing	28
Filming	29
Approval	29
Camera Positioning	29
Image Rights	Error! Bookmark not defined.
<i>How and When you may Incur Additional Charges</i>	31
Piano Tuning	31
Late night staff transport	31
Non Contracted Hours	31
C	
Loss / Breakages	32
	27
	27
Other Information	32
Insurance	32
PRS (Performing Rights Society)	32
Copyright	33
Wellbeing	33
After the event	33
How to contact us	34

Introduction

This guide is intended as an introduction to The Bloomsbury Theatre and Studio and is designed to assist all student societies involved in putting on a production. As well as offering your society practical information and advice, we hope it gives you a sense of the level of professionalism that we expect from all users of the theatre, students or otherwise. In coordination with the contract between UCL Culture and [redacted] for each society this document lays down the rules of using the theatre these must be followed at all times. We do not expect you to know how to do everything, but we do ask you to respect that you are working in a professionally run venue, with a high turnover of events, and that we need to know that you are committed to working towards making your show a success.

The Bloomsbury Theatre and Studio is owned and funded by UCL and has a reputation for presenting a high-quality mixed programme of events. The theatre contributes to the diverse range of performing arts in London and provides unique opportunities for UCL students through active participation in performance and production. The theatre and Studio is operated by UCL LCCOS.

Our standard of service

The Bloomsbury Theatre and Studio is run by a professional team that make up our Venue Hire, Ticketing, Front of House and Technical teams. The theatre staff are committed to providing you with the best possible service before, during and after your visit, in order to help make your event a success.

Please let the UCL LCCOS Senior Staff know if you have any comments and suggestions or are unhappy with any part of our service.

This Guide

UCL Culture and [redacted] work together to make society usage of the theatre [redacted]

Code of Conduct

The Bloomsbury Theatre and Studio is a professionally run venue that regularly hosts high profile and professional companies. As such we expect all users of the theatre, including student users, to work in a professional manner.

We realise that you will not know how to achieve everything that you want to achieve and in this respect we are very happy to assist as much as we can.

This entire guide forms part of the code of practice that we expect you to follow you should read it thoroughly and be sure that you understand it. You should also ensure that you have explained the contents of this guide to all the people involved in your production.

On top of the details covered in this guide we expect you and all of your group:

- To be respectful of our staff at all times.
- To make appointments with staff rather than expecting to be able to discuss matters with them whenever it suits you.
- To respect the theatre building itself.
- To follow all instructions given to you by members of staff.
- To ask if you are unsure.
- To respect other users of the theatre.
- To be sober at all times when in the building

This guide will not cover all aspects of your time in the Theatre and Studio, this is primarily because all society shows are different, however, we ask that you take this guide in the way that it is intended and follow the ethos of the guide when it is not explicit.

We will always attempt to resolve problems between the theatre staff and societies quickly and in a way that all parties are happy with. However, it is important to realise that the theatre staff have legal and moral obligations to run the theatre in a certain way. If the theatre staff feel that your society has breached the guidelines or the ethos of this guide, or any legislation, or statutory guidelines they will be forced to review the entire production. **In these situations Senior LCCOS staff are fully prepared**

Thursday Saturday (Fri or Sat show)

Maximum access times are:

Monday 14:00-22:00 (no show and inc 2 x 1 hour breaks)

Tuesday 10:00 -22:00 (no show and inc 2 x 1 hour breaks)

Wednesday 10:00-22:00 (no show and inc 2 x 1 hour breaks)

Thursday - Friday 16:00 22:00 (with 17:00 show) or 18:00 22:00
(with 19:30 show) and inc 2 x 1 hour breaks

Saturday 16:00 22:00 (with 17:00 show) or 18:00 22:00 (with 19:30
show) + Tech get out and inc 2 x 1 hour breaks

NO ACCESS SUNDAY

Pre-Production Meeting for THEATRE

The Pre-Production meeting is an opportunity to discuss aspects of your production with theatre staff as well as representatives from the union. Prior to the meeting you should fill in the details on page one of the Pre-Contract

The

hire fee except where you have a performance where front of house or box office staff will be required to work during that time.

Usage on a Monday can start at 14:00 at the earliest. This is to ensure that the theatre is ready for your arrival.

Once the contracted hours are agreed UCL Culture will allocate each hour to one of four activities, these activities have different hourly rates:

a) Performance (minimum of 4 hours) begins 90 minutes before your show, always runs to 11pm for evenin

The

The

Get In+Rehearsal+Performance time =63 hours 30 hours=33 x £75 = £2,475 + VAT

Get out = 2 hours - 2 free hours = £0

= £2,457 + VAT Final Amount + taxis for staff working after 23:00 + any additional fees incurred

EXAMPLE 2

Mon 14:00-18:00 / 19:00 22:00 (7h)
Tues 10:00- 13:00 / 14:00-18:00 / 19:00 22:00 (10h)
Wed 10:00- 13:00 / 14:00-18:00 / 19:00 22:00 (10h)
Thu 14:00-18:00 / 18:00 23:00 (5h) (with a 19:30 23:00 performance)
Fri 18:00 + 19:00 23:00 (5h) (with 19:30 23:00 performance)
Sat 18:00 + 19:00 23:00 (5h) + 23:00 00:00 Tech get out (with 19:30 23:00 performance) (1h)
Sunday 00:01 -01:30 Tech get out (1h)

Get In + Rehearsal + Performance time = 46 hours 30 hours = 16 x £75 = £1,200 + VAT

Performances longer than 3hours = 3 x 0.5 hours = 1.5 hours x £140 = £210+VAT

GET OUT = 2.5 hours 2 free tech hours = £100

= £1,510 + VAT Final Amount + taxis for staff working after 23:00 + any additional fees incurred

EXAMPLE 3

Mon 14:00-18:00 /19:00 22:00 (7h)
Tues 14:00-18:00 / 19:00 22:00 (7h)
Wed 10:00- 13:00 / 14:00 - 18:00 / 19:00 22:00 (10h)
Thu 14:00-18:00 / 18:00 23:00 (9h) (with 19:30 22:30 performance)
Fri 18:00 + 19:00 23:00 (5h) (with 19:30 22:30 performance)q0.000008871 0 595.32
Sat 18:00 + 19:00 23:00 (5h) + 23:00- 00:00 Tech get out (with 19:30 22:

EXAMPLE 7 3 SHORT EVENING EVENTS

Mon 14:00-19:00 (5h)

Tues 10:00- 13:00 / 14:00-18:00 (6h)

Wed 14:00-18:00 / 18:00 - 23:00 (9h)(with 19:30 22:30 performance)

At this meeting the following subjects will be discussed (see below for more details):

1. Technical Aspects:
 - a. Set
 - b. Safety/Conduct Talk
 - c. Production Schedule
 - d. Pyrotechnics
 - e. Weaponry
2. Other Aspects:
 - a. Show timings
 - b. Publicity (if not already approved)
 - c. Photography and Filming
 - d. Programme/Merchandising Sales
 - e. Front of House Liaison

This meeting is an ideal time to raise any theatre related concerns that you may have.

Box Office

Tickets for your shows must be sold through UCL Event Ticketing, which uses a computerised Box Office system. The Box Office is open for advance personal and telephone bookings from 12:00-17:00 Monday to Friday. The Box Office also stays open until your show begins on performance days.

*****Please allow a minimum of 3 working days to put your show on public We sale once we have received all your event information*****

Dates & Times of performances

These will be agreed at the pre-production meeting and will be detailed in the contract. For all society performances the THEATRE and STUDIO shows start at 19:30

*****EXCEPT when the theatre is in use for other purposes and the STUDIO shows then start at 17:00 or earlier to be finished by 18:30 at the latest*****

Ticket Prices

We need

Details regarding holding tickets off-sale will be confirmed at the pre-production meeting and will be detailed in the contract.

STUDIO

If you plan to have a band/set/large cast then you will need to request to reduce your seating capacity accordingly when submitting your event information.

Guest Lists / Complimentary tickets

STUDIO - The box office holds back 2 house seats, which you cannot sell

Website **www.thebloomsbury.com**
Box office phone number **020 3108 1000**
Show date/s and start time/s

Do not refer to the Bloomsbury theatre as *Bloomsqin* your advertising.

If you have not had your publicity authorised before your production meeting you must bring it with you for authorisation at this meeting.

If the details above are not correct you will not be able to display the print material. The theatre logo must be no smaller than 70% the size of the show title.

The Bloomsbury Theatre has spa

The theatre foyer and bar will be open 45 minutes before the performance, for customer use, and the auditorium will open half an hour prior to the start time. Our bar staff and ushers begin preparing the foyer areas 1½ to 2 hours before the start of the performance

Cleanliness

It is vital that the theatre auditorium and the foyer are clean and welcoming when your guests start arriving. It is your responsibility to ensure that rubbish left in the auditorium from rehearsals and technical work is removed before the front of house staff arrive.

The foyer must also be kept clear it is important to remove boxes and packaging that programmes and merchandise were delivered in,

Front of House Security

Some societies may be required to provide professional security (at their own cost). You will be informed by the theatre if you need to provide professional security. In these cases you must provide at least one security official per 150 audience members. As a result of a restriction in the theatre licence all security officials must be SIA registered.

Cast and Crew Access to Front of House Areas

Your cast and crew cannot watch the show for any period that they are not involved in unless they h

Technical

Staffing

During your time in the theatre members of the theatre Technical team will be on hand to assist, however, for all technical enquiries you should consult your Stage Crew Society Production Manager.

NB The technicians and stage door staff will be available during the hours stated on your contract. If you are scheduled to finish at 23:00, it is expected that your work will finish in time for the theatre to be clear and empty by 123:00. Working beyond the hours requested can only be arranged if the Producer gives the theatre 24 hours notice. Any hours requested above the free hours will be charged for.

Missed Meal Breaks for Theatre Technicians

Theatre technicians should have a one hour meal break in any 8 hour day and two one hour meal breaks in any 12 hour day. These breaks are 1pm to 2pm and 6pm to 7pm.

If technicians miss a meal break due to your use of the theatre, your society will be charged per technician for each meal break that they miss (in addition to any hourly hire fee). Before 9am and after 11pm Monday to Saturday, and all day Sunday, this charge is doubled.

Minimum Break Period

If, as a result of your societ

Production Meeting. This will enable members of the theatre Technical team to explain basic health and safety rules. If someone misses this talk it is the responsibility of the Producer to brief them. Breaches of any of the rules explained at this talk will lead to immediate removal from the premises - not being present or not being briefed by the Producer is not an excuse.

Equipment

The theatre has a re

Technical Deliveries

Deliveries for your production can be made to the theatre (15 Gordon Street, London, WC1H 0AH). **Deliveries must be arranged to occur during your contracted hours.** Any deliveries that arrive outside your contracted hours will be sent away. Please inform the Technical Department of the times and details of all deliveries. **It is vital that people from the production team are available to move deliveries into the theatre.**

Returning the Theatre to its original state

The theatre must be returned to its original state by the end of the contracted hours unless the Technical Department have agreed otherwise. This includes (but is not limited to) returning to the standard lighting rig, repainting the stage if necessary and clearing all items from the workshop and flat roof area. The technicians will not be reached. It is important that society members check that all the work is done before leaving at the end of a get-out.

Removing society property from the theatre

Many societies arrange for skips to be present to dispose of set (etc.) after the final performance. Arranging a skip on UCL premises requires the coordination of various UCL departments and must not be done without authorisation. If you need a skip please discuss this with the union.

All society property whether it is to be kept or disposed of must be removed from the theatre by the end of the contracted hours. Any items left without the permission of the Technical team will be removed at the cost of the society.

Pyrotechnics in THEATRE (not in STUDIO)

Any use of pyrotechnics must be approved in advance by the Licensing Authority (London Borough of Camden). In order for the theatre to apply for permission information regarding the pyrotechnics to be used (including technical specification, context in the production, position on stage and proximity to actors/audience/set and a risk assessment) must be submitted to the Technical Manager *at least* three weeks in advance. Advice should be sought from the Technical Manager in advance of making a request. The Licensing Authority may well want to inspect the theatre to see the proposed use in a rehearsal situation; this will happen during your contracted hours and may result in permission being declined. Storage and control over firing of pyrotechnics will rest with the Theatre Technicians at all times.

Fireproofing

Everything used in the THEATRE and STUDIO (except costumes that are worn) must be fireproof.

Set/props used in front of the THEATRE safety curtain line must be manufactured inherently fireproof.

Items used behind the safety curtain line must be adequately fireproofed.

How and When you may Incur Additional Charges

(other than previously explained in this guide)

Piano Tuning

If you use the piano, it will need to be tuned, and the cost of the tuning will be charged to your society.

Performances (including interval/s and pre show talks) with a duration of over 3 hours.

If a performance/s are longer than 3 hour in length, there will be a charge of £140+VAT per hour (charged in 0.5 increments)

Additional performances eg more than 3 per week, including audience attended dress rehearsals

Will be charged at £140+VAT per hour (charged in 0.5 increments) on top of the 32 free hours.

Late night staff transport

Any technicians or other theatre staff who are required to work after 23:00 due to your event are entitled to a taxi home. The cost of this will be recharged to your society.

Additional Cleaning

Each evening the dressing rooms must be left in a good and clean condition otherwise an additional cleaning charge will be added.

Use of glitter/confetti machines etc are only to be used with written permission by the Technical Manager. Their use will incur an additional cleaning charge.

Non Contracted

Loss / Breakages

Any damage to, or loss of, Theatre equipment will be recharged to the society at the cost of replacement.

Security

If you or the Theatre staff feel you require security for your event this will be recharged back to you

Filming

We will often charge a faci

Interpolated Music

This is music not specially written for a particular theatrical production but is performed by a character(s) to be heard by another character(s) in that production. For example: an actor playing guitar and singing directly to another actor as part of the production This use i

How to contact us

By Post: The Bloomsbury Theatre
15 Gordon Street
London
WC1H 0AH

Please note that this address should be used only to contact the theatre staff or for deliveries that will be made during your contracted hours. If you have mail to be sent to your society, please use the union address (25 Gordon Street)

Director of Operations Ellen Frost

Telephone: 020 7679 2911 (UCL Extension 32911)

Email: e.frost@ucl.ac.uk

In Person: Administrati