

Pomegranate Theatre Chesterfield

Performances Involving Children

1. **Numbers:** The maximum number of children that will be accommodated in each dressing room will be as follows:-

Dressing Rooms 1 to 5:	12 maximum per room.
Dressing Room 6	15
Dressing Room 7	4
Dressing Room 8	8
Under stage Area:	Not Available

N.B. The total number of persons backstage shall not exceed 112 at any one time including attendants, stage crew and theatre staff.

2. **Minimum Age:** No child under the age of four shall take part in any performance or be brought into the backstage area.
3. **Attendants:**
 - i) Attendants (chaperons) will be provided by the hirer/visiting management as follows:-
 - a) attendant in each dressing room that is used by children.
 - b) attendant controlling entrance and exit onto the stage from dressing rooms.
 - c) attendant in each dressing room corridor.
 - d) attendant on each side of the stage at all times that children are on it.
 - e) attendant controlling entrance and exit through the pass door to the foyer.
 - f) attendant controlling entrance and exit through the stage door to Corporation St.Where no more than two rooms are used to accommodate children, number (c) to (f) need not be provided.
 - ii) Attendants must be on duty before the arrival of any children.
 - iii) No children must be left unattended for any reason.
 - iv) As far as is reasonably practicable, the same attendant should be on duty in the same area for each rehearsal and performance.
 - v) No attendant shall be aged under 18.
 - vi) Attendants must remain back-stage throughout the performance; they will NOT be admitted to the auditorium without a ticket.
4. **Registration:** The names of all children and attendants will be recorded in registers provided by the theatre and the attendance of children and attendants will be marked. Registers will be returned to the Stage Manager prior to the commencement of the performance; no performance will commence until all registers have been returned.

5. **Emergency Procedure:** All attendants will familiarise themselves with those parts of the theatre's emergency procedure that are relevant to their duties as an attendant. Specific emergency procedures for each area backstage will be posted in each area and included in registers.
6. **N.B.** Fire doors MUST NOT be propped open at any time.
7. **Housekeeping.** All those attendants stationed in dressing rooms and the under stage area will ensure that litter bins are used, that rooms are kept clear of bottles, drinks cans and food waste, and that no costumes are hung on curtain rails. N.B. Failure to leave the dressing rooms in a reasonable condition will incur financial penalties.
8. **First Aid:** All hirers/visiting managements will supply a first aid kit appropriately stocked for the total number of children involved in the performance.
9. **Alcohol is not allowed in any backstage area and there is a strict no smoking policy.**
10. **Scenery:** All scenery, whether set on stage or flown, costumes and properties will be fireproofed by the hirer/visiting management in advance of its arrival at the theatre.
11. **Arrival and departure of children:** Children may arrive at the theatre no earlier than one hour before the commencement of the performance and may gain entry to the backstage area via the stage door on Corporation Street. Children should only be collected from the stage door. The hirer/visiting management will take every practicable step to see to it that only those people directly concerned with the performance are allowed backstage.
12. **Rehearsals:** Only those persons directly concerned with the performance shall be allowed to watch any rehearsal. The hirer/visiting management shall take all necessary steps to discourage the presence of an "audience" at rehearsals.
13. **Performances:**
 - i) No performers shall be permitted to leave the backstage area unaccompanied at any time from 30 minutes before the start of the performance until after the final curtain. The Duty Manager should be informed if any groups of performers will be joining the audience at any stage of the performance and whether they will be
 - a) joining their parents/guardians in individual seats
 - b) allocated a block of seats in the side circle.In either case the numbers of children involved, and the method of accounting for them, shall be clearly determined before the performance. Any arrangements involving complimentary or reduced rate tickets to be discussed with the Box Office before booking opens. **Please remember that all members of the audience must have a ticket or pass to gain admittance to the auditorium at any time during the performance.**
 - ii) Programme Sellers shall make themselves known to the Duty Officer and only sell from designated positions.
14. All scenery, properties, costumes and effects shall comply with current Health and Safety legislation. Risk assessments and valid test certificates shall be provided.

If you have any queries about the above standards please contact the theatre's Technical Manager, Keith Tuttle for further information.