



# NOTES ON HIRING TRINITY THEATRE

The Grove  
Cowes  
Isle of Wight  
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[www.caods.org.uk](http://www.caods.org.uk)

It is essential that you read these notes  
BEFORE filling in the theatre booking form.

If you have any queries please contact the person  
with whom you are making the booking.

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# INTRODUCTION TO TRINITY THEATRE

Trinity Theatre is owned and run by the Cowes Amateur Operatic and Dramatic Society (CAODS). The society was founded in 1897. The building was purchased as a former church hall in 1979. Since the time of purchase, a great deal of time, energy and money has been spent by CAODS in improving and maintaining the facilities.

We are committed to sharing our theatre with other performing groups, organizations and for the use of the community. However, we do expect that every hiring group will understand that it is a huge responsibility to own and run Trinity Theatre. We can only do it successfully if all hirers treat our theatre as if it were their own. We have no paid staff. So it is volunteers that carry out all the day-to-day work at the theatre.

## ***Types of Hire***

The theatre is primarily hired for theatrical performances and the notes in this document refer mainly to this type of hire. The building is also available for meetings, exhibitions, conferences, concerts and social events and your contact will be able to discuss these types of hires with you.

## ***Facilities***

Trinity Theatre offers the following facilities available for hire.

- A 199 seater auditorium.
- An auditorium bar.
- Full stage lighting.
- Performance sound system.
- Hearing loop in auditorium
- A 100 capacity meeting/function/rehearsal room with bar.

# HOUSE MANAGEMENT

## ***Front of house staff for performances and events***

CAODS will provide:

- A House Manager.
- A Technician.
- Bar staff.

Hirers should provide 2 Ushers, who may also act as programme sellers. Ushers **MUST** remain on duty in the auditorium throughout the show and must be over 18 years of age. The hirer should also provide 1 person to sell tickets at the Theatre box office. Box office facilities can be provided on request at an extra charge.

The persons acting as ushers are required to help clear the auditorium of litter after the end of the performance.

All persons on duty must report to the House Manager 45 minutes before curtain up for a briefing on the various duties and responsibilities in the event of an emergency. The house normally opens thirty minutes before the start of the performance.

*Note: By law the theatre staff must be easily recognised. CAODS members staffing front of house wear appropriate badges.*

## ***Use of stage door***

The Management of the Theatre require all performers to enter the Theatre by the Stage Door at the side of the theatre.

## ***Valuables***

The Management of the Theatre cannot take any responsibility for any item left unattended in the theatre. Please read the 'Trinity Theatre Conditions of Hire' clause 3B for full details. Handbags, wallets, jewellery etc should not be left unattended in the dressing rooms.

## ***Eating in the backstage areas***

CAODS have a rule that no strong smelling foods e.g. fish and chips, take away Indian/Chinese foods are eaten in the Theatre. Such foods create unpleasant smells which permeate the theatre and spoil the enjoyment of patrons. Hirers are expected to comply with this rule

## ***First Aid***

First Aid boxes are located in the box office and in the kitchen. Any accidents should be recorded in the accident book located in the kitchen.

## ***Special facilities***

There is a disabled toilet facility on the same floor as the auditorium. The Theatre has an induction loop hearing system for patrons.

## ***Video recording***

Please take careful note of the 'House Rules', which are attached to the Conditions of Hire. It is important that these rules are strictly adhered to, so that we do not infringe our Theatre Licence. Our advice is that, copyright permitting, you should video a dress rehearsal, as this does not inconvenience paying patrons. There should also be no photography or sound recording during performances.

## ***Car parking***

There is parking on the slope at the side of theatre which can accommodate two small cars for loading purposes. This area **MUST** be clear of vehicles at all times when the auditorium or clubroom is in use. The Grove is patrolled and vehicles parking here will be clamped if not displaying a permit. Permits are available from the theatre for short-term loading purposes.

There are several large car parks within easy walking distance of the theatre and also some street parking within the surrounding area.

## ***Young persons in the cast***

Please ensure that the Notes for Young Persons on Stage, **detailed in the Conditions of Hire** are fully understood and the appropriate action taken if necessary .

## ***Copyright***

If your performance does not require you to pay royalties direct to the copyright holder you must ensure that Trinity Theatre Booking Manager has details of the gross Box Office takings for your show to declare on Trinity Theatre's Performing Rights Society (PRS) return. A complete list of music played and a programme from your show must be completed and sent to the Booking Manager within seven days of the final performance along with a report of your total takings.

## ***General Tidiness***

The CAODS Management expect all hirers to keep the clubroom, dressing rooms and other backstage areas as clean and tidy as possible

**REMEMBER** there are no paid staff to clear up after you. **THIS THEATRE IS RUN BY VOLUNTARY EFFORT**

If the Theatre is not left in a clean and tidy condition (as per the Conditions of Hire 3(e) the Management reserve the right to charge hires for cleaning and this would be a minimum charge of £50.00 .

## ***Safety & Regulations***

There are a vast number of regulations governing the use of the theatre. These regulations are complex and often restrictive but we must ensure that they are complied with at all times.

Neither our technicians or Front of House staff can give consent to ignore any regulations, so please do not ask them to do so.

We reserve the right to refuse the use of any scenery, prop or equipment on the grounds of safety. You are further required to have due regard to the health, safety and welfare of your company, our staff and members of the public.

## ***Clubroom & Social Events***

Social events in the clubroom have to be managed carefully. The hirer will have to manage the admission and conduct of people on the premises. This particularly applies to noise on entering and leaving the premises and of smokers using the area outside the stage door.

The hirer must:

1. Have a system to know the numbers of people on the premises.
2. In certain circumstances provide a SIA registered door supervisor to manage the admission and conduct of customers.
3. Ensure no glasses or drinks are permitted outside of the building.

**THE MANAGEMENT OF TRINITY THEATRE  
WISH YOU A HAPPY AND SUCCESSFUL  
EVENT/SHOW**