



NOTES ON HIRING THE PLAZA THEATRE

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 THE PLAZA THEATRE

History

The Plaza Theatre is owned and run by the Romsey Amateur Operatic and Dramatic Society (RAODS). The society was founded in 1934. The building was purchased as a run down Bingo Hall in 1981. During the following two years, it was converted into the theatre as it now stands, and was opened in January 1984. Since the time of purchase, a great deal of time, energy and money has been spent by RAODS in improving and maintaining the facilities

RAODS and its membership

We are committed to sharing our theatre with other performing groups and organisations. However, we do expect that every hiring group will understand that it is a huge responsibility to own and run the Plaza. We can only do it successfully if all hirers treat our theatre as if it were their own

We have no paid staff. Volunteers carry out all the day-to-day work of the Plaza. (The one exception is some cleaning)

HOUSE MANAGEMENT

Front of house staff

RAODS will provide:

- A House Manager and one usher
- Staff for the kiosk
- At least one member of staff for the coffee bar
- Bar staff (if required)

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. The hirer should provide 1 person to assist with serving coffee (if appropriate) in the interval (The person at the box office can double for this duty)

The persons acting as ushers are required to help clear the auditorium of litter after the end of the performance. The person assisting with coffee is required to help make the Green Room ready for the interval, to help serve coffee etc and to help clear up and wash up after the interval

Note: When coffee is being served during the interval the coffee bar staff are not available for serving the cast in the dressing rooms. If refreshments for the cast are required then the hirer must provide extra staff for this duty

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

Note: By law the theatre staff must be easily recognised. RAODS members staffing the theatre all wear black and white and appropriate badges. It is an expectation that all front of house staff provided by the hirer will conform to this code of dress. (some exception to this requirement may be negotiated if FOH staff are dressed in period costume/sweatshirts with company logos etc.)

Use of stage door

The Management of the Theatre require:

- All performers to enter the Theatre by the Stage Door that is situated at the back of the Theatre and has direct access to the car park
- All performers wearing either makeup or costume remain in the backstage areas
- All performers remain backstage until the end of the show and they must not enter the auditorium to watch parts of the show

Valuables

The Management of the Theatre cannot take any responsibility for any item left unattended in the theatre. Please read the 'Plaza Theatre Conditions of Hire' clause 3B for full details

The Management advises those hiring the Plaza to ensure that all valuables are 'kept upon the person' or locked away for the duration of the period within the theatre. The Front of House Manager will be able to give advise about the security of property which needs to be locked away. Handbags, wallets, jewellery etc should not be left unattended in the dressing rooms

Eating in the backstage areas

RAODS 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 cover

The presence of St John Ambulance cover is a compulsory requirement of hire. The management will undertake to organise this and pass the cost on to the hirer as an additional charge.

Special facilities

The Theatre is equipped with a stair lift that enables disabled patrons to have easy access to the auditorium

There is a disabled toilet facility on the ground floor

The Theatre has an Infra-red hearing system for patrons. People requiring the headset should apply at the Box office on arriving at the Theatre

Video recording

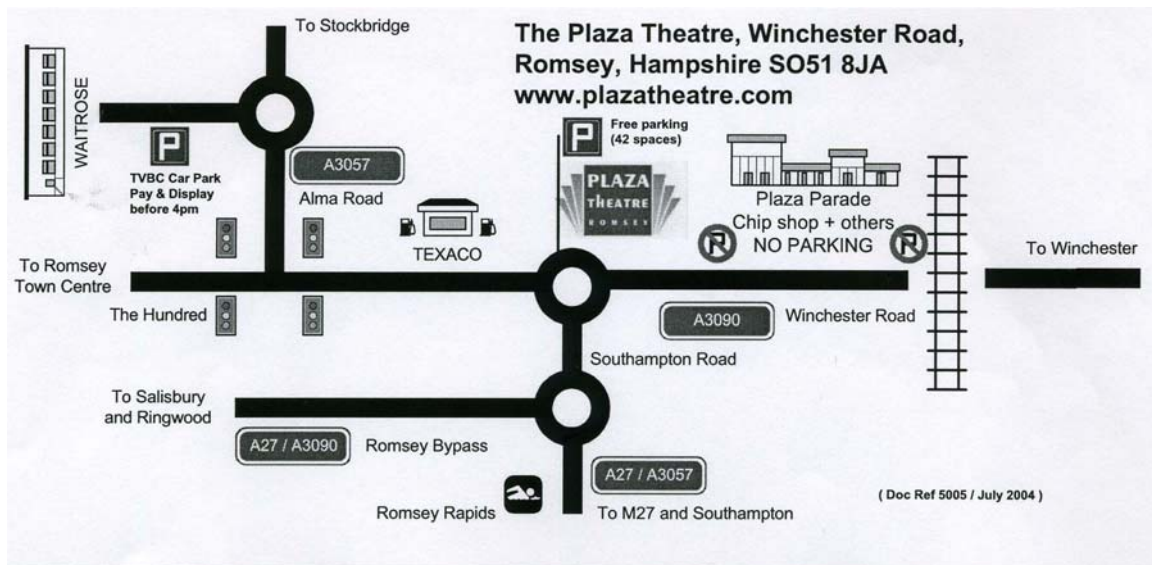
Please take careful note of the 'House Rules', which are attached to the Conditions of Hire. It is important that these rules are strictly adhered to, so that we do not infringe our Theatre Licence. Our advice is that you should video a dress rehearsal, as this does not inconvenience paying patrons

Car parking

The Theatre car park is very small. When performances are taking place RAODS have a rule that no member of the cast, backstage crew, orchestra or any other person staffing the Theatre may park in the Plaza car park. This ensures that the car park is left free for the use of patrons. Hirers are required to adopt this mode of operation.

There are several large car parks within easy walking distance of the theatre and also some street parking within the very close surrounding area. (see diagram below) Theatre users are requested NOT to park cars on the Plaza Parade in front of the shops situated just up the road on the Winchester side of the Theatre. We are advised that wheel clamps will be used on any vehicle parked illegally on Plaza Parade

There is no parking available on the Theatre forecourt



Box Office & Tickets

If you wish to sell tickets via the agents who run the Plaza Box Office please ask for details before confirming your booking. RAODS tickets are sold through the Romsey Heritage and Visitor Centre. The Centre will charge a percentage for this service
It is strongly recommended that visiting societies print seat and row numbered tickets. This prevents confusion and avoids odd seats being left empty when the house is full

PROGRAMMES & POSTERS

Posters & handbills

The Plaza logo (as on the headed paper sent with these notes) may be used in all advertising. However the RAODS logo **MUST NOT** be used

Please discuss with the RAODS person arranging your booking if you wish to:

- Leave handbills advertising your event in the Foyer of the theatre
- Use the poster spaces on the outside of the Theatre to display advertising for your event
- Have your advertising included in the RAODS Mailshot (this goes out approx four times a year)

Programmes – Mandatory Information

It is a requirement of hiring the Plaza that the following information is included in your programme:

General Conditions

- Patrons are advised that smoking is not permitted in the auditorium
- Unauthorised photography, tape or video recording is not permitted
- (If applicable) During the interval, coffee will be available in the Green Room on the ground floor. The licensed Bar, situated at the front of the building off the main staircases, is open before and after all evening performances as well as during the interval. Interval drinks may be ordered at the Bar before the show

Licensing requirements

- The audience may leave at the end of each performance by all exit doors
- All gangways, corridors, staircases and passages that afford a means of exit shall be kept entirely free from all obstruction
- Persons shall not be permitted to stand or sit in the gangways

We also request that you include the following paragraph:

The Plaza Theatre is owned and run by the Romsey Amateur Operatic and Dramatic Society (RAODS). The society was founded in 1934. The building was purchased as a run down Bingo Hall in 1981. During the following two years, it was converted into the theatre as it now stands, and was opened in January 1984. Since the time of purchase, a great deal of time, energy and money has been spent by RAODS in improving and maintaining the facilities. RAODS is committed to sharing our theatre with other performing groups and organisations if you are interested in hiring the Theatre please ask the Front of House manager for details. Full details of forthcoming productions by RAODS and other visiting companies are available in the foyer and we hope that we may have the pleasure of welcoming you to the Plaza Theatre on future occasions

MISCELLANEOUS INFORMATION

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 the Plaza Theatre Booking Manager has details of the gross Box Office takings for your show to declare on the Plaza 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.

Green Room

Except in very exceptional circumstances the Green Room is not available to be used as a dressing room. If your circumstances require extra dressing room space please negotiate before you enter into a hire agreement

General Tidiness

The RAODS Management expect all hirers to keep the 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

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