

GLUSBURN INSTITUTE

BOOKING CONDITIONS FOR A PUBLIC CHILDREN'S EVENT

1. The time table for rehearsals & performances must be set at least three months in advance of the show.
2. A copy of the following documents for the group must be submitted with the booking form:- Child Protection Policy
 - a. Risk Assessment
 - b. Written consent form from CDC Licensing Authority
 - c. A copy of the Insurance Form
3. A register must be kept of all children & helpers on the premises at any time, so that all children can be accounted for in an emergency. The Matrons must have immediate access to the medical records in case of an accident and parents/guardians must be immediately notified.
4. Parents/guardians must complete a general application/permission form and a medical form. It often helps to gain the parents' permission for photographs to be taken and used for publicity purposes and for personal records on this form.
5. All chaperones and other helpers must receive instruction into fire safety procedures prior to the arrival of the children. This should particularly include getting all the children off the stage quickly in an emergency. A practice evacuation must be carried out during a rehearsal.
6. All chaperones must know where the first aid supplies are available.
7. The suitability and number of supervisors must be that required by Craven District Council.
8. Any special effects used must be authorised by the CDC Licensing Authority.
9. All passages, corridors, ramps & stairways must be kept free from obstruction.
10. No fire doors may be propped open whilst either children or members of the public are in the building.
11. No curtains shall be hung across exit doors or to hide emergency signs or lighting.
12. Any decorations used in the hall shall be of low flammability and meet the current British Standard.
13. No balloons filled with flammable gas shall be brought into or allowed on the premises.
14. Seating arrangements in the hall must have the prior agreement of the Premises Supervisor and be in line with the CDC requirements.
15. There must be a clear division between the Front of House & backstage during performances. Performers & matrons must stay back stage at all times and should be under the control of the Stage Manager.

16. The Front of House staff should be under the control of the Front of House Manager who must know the numbers who are present at each performance and which space they are in for fire safety purposes.
17. A First Aider should be present at every event.
18. An announcement must be made before each performance regarding fire exits, toilets, no photography, video and no smoking.
19. All staff whilst working with children must maintain high professional standards at all times ie. No smoking, drinking alcohol, swearing etc.
20. If children are performing twice in one day they **must** go off the premises between the two shows.