



The Barron Theatre

in partnership with the Mermaids Performing Arts Fund

Workshop Booking Policy

Policy Name

Workshop Booking Policy

Applies To

All set builders

Effective Date

09-01-2020

Author

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09-01-2020

Administrator

Set and Props Officer, Mermaids (merprops@)

Date of Next Review

09-05-2020

Approved By

Cate Hanlon, VP (clh24@), 21-01-2020

1. DEFINITIONS

In this Policy, the following expressions have the meaning set opposite:

the Policy	this document;
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2. NOTES

2.1 The Barron Workshop is available to any member of the Mermaids Performing Arts Fund, and therefore any matriculated student of the University of St Andrews

2.2 As per normal Mermaids Performing Arts Fund Policy, responses are not guaranteed in less than 48 hours from receiving the message. Therefore clauses 4.2.2, 4.4 and 4.5 do not guarantee a response but are still bound by clause 4.8

3. SCOPE

3.1 This policy covers set builders securing bookings within the Barron Workshop

4. TERMS

4.1 The Barron Workshop is controlled and managed by the Set and Props Officer and they will retain final say on all decisions, excluding the provision in clause 5.1

4.2 Bookings for the workshop must be submitted through the Set and Props Officer with a risk assessment for all work taking place

4.2.1 The risk assessment defines the scope of the work allowed to be performed within the workshop. Anything not contained in the risk assessment is forbidden from taking place

4.2.2 Any revisions to the risk assessment, such as including more tool use, must be submitted a minimum of 24 hours prior to the booking

4.3 When placing the first booking for a show, you must submit the following documents a minimum of 48 hours before the requested time

4.3.1 A risk assessment

4.3.2 A signed workshop contract

4.3.3 A list of all other persons who will be using the workshop during these sessions

4.4 Subsequent bookings for that show will need to be submitted a minimum of 24 hours prior of the requested time

4.5 Any extensions to workshop bookings must be made a minimum of 24 hours prior to the new booking start time

4.6 Workshop use is subject to random inspection by the Set and Props Officer, and any other relevant member of Mermaids Performing Arts Fund Committee, or any other persons authorised

4.7 Any infractions to health and safety policy, or violation of risk assessments, may lead to suspension of workshop privileges or any other punishment as chosen by the Set and Props Officer or the Mermaids Performing Arts Fund Committee

4.8 A workshop session or modification is not confirmed until you have received an official confirmation from the Set and Props Officer. Any use outside of the times specified in your confirmation will be regarded as a health and safety infractions as per clause 4.7

4.9 You must be able to demonstrate within your booking that you have the required amount of additional members within the workshop at all times

4.10 By continuing to book the workshop, you agree to follow the Workshop Contract and any rules imposed by any of the following bodies:

4.10.1 Local Authorities

4.10.2 St Andrews Students Association

4.10.3 Mermaids Performing Arts Fund

4.10.4 The Barron Theatre

4.10.5 The Mermaids Technical Officer

4.10.6 The Set and Props Officer

4.11 A risk assessment is only relevant for a single show and will need to be re submitted on a new show booking per clause 4.3

4.12 The workshop must always have two people present when building, as outlined in the workshop contract, and they must be named as per clause 4.3.3

5. ESCALATION

5.1 If you disagree with the decision of the Set and Props Officer as per clause 4.1, escalations should be directed to the Vice President of Mermaids