



A part of UCL Culture

A Guide for Students'
Union UCL Producers
(Theatre and Studio)

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2022

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Introduction

This guide is intended as an introduction to The Bloomsbury Theatre and Studio and is designed to assist all student societies involved in putting on a production. As well as offering your society practical information and advice, we hope it gives you a sense of the level of professionalism that we expect from all users of the theatre, students or otherwise. In coordination with the contract between UCL Culture and Students' Union UCL for each society this document lays down the rules of using the theatre – these must be followed at all times. We do not expect you to know how to do everything, but we do ask you to respect that you are working in a professionally run venue, with a high turnover of events, and that we need to know that you are committed to working towards making your show a success.

The Bloomsbury Theatre and Studio is owned and funded by UCL and has a reputation for presenting a high-quality mixed programme of events. The theatre contributes to the diverse range of performing arts in London and provides unique opportunities for UCL students through active participation in performance and production. The theatre and Studio is operated by UCL LCCOS.

Our standard of service

The Bloomsbury Theatre and Studio is run by a professional team that make up our Venue Hire, Ticketing, Front of House and Technical teams. The theatre staff are committed to providing you with the best possible service before, during and after your visit, in order to help make your event a success.

Please let the UCL LCCOS Senior Staff know if you have any comments and suggestions or are unhappy with any part of our service.

This Guide

UCL Culture and Students' Union UCL work together to make society usage of the theatre even more successful. This guide should be read in conjunction with the guides produced by the union.

Code of Conduct

The Bloomsbury Theatre and Studio is a professionally run venue that regularly hosts high profile and professional companies. As such we expect all users of the theatre, including student users, to work in a professional manner.

We realise that you will not know how to achieve everything that you want to achieve and in this respect we are very happy to assist as much as we can.

This entire guide forms part of the code of practice that we expect you to follow – you should read it thoroughly and be sure that you understand it. You should also ensure that you have explained the contents of this guide to all the people involved in your production.

On top of the details covered in this guide we expect you and all of your group:

- To be respectful of our staff at all times.
- To make appointments with staff rather than expecting to be able to discuss matters with them whenever it suits you.
- To respect the theatre building itself.
- To follow all instructions given to you by members of staff.
- To ask if you are unsure.
- To respect other users of the theatre.
- To be sober at all times when in the building

This guide will not cover all aspects of your time in the Theatre and Studio, this is primarily because all society shows are different, however, we ask that you take this guide in the way that it is intended and follow the ethos of the guide when it is not explicit.

We will always attempt to resolve problems between the theatre staff and societies quickly and in a way that all parties are happy with. However, it is important to realise that the theatre staff have legal and moral obligations to run the theatre in a certain way. If the theatre staff feel that your society has breached the guidelines or the ethos of this guide, or any legislation, or statutory guidelines they will be forced to review the entire production. **In these situations Senior LCCOS staff are fully prepared and able to cancel your production.**

Rude, abusive or disrespectful behaviour by members of your society will not be tolerated. The theatre operates a 'Zero Tolerance' policy with regard to this – any rude, abusive or disrespectful behaviour to staff or will lead to immediate expulsion from the theatre regardless of the individual's role in the production.

Pre-Contract Process

Training

THEATRE

Once your bid is successful you will be invited to a Producer/Directors training session. The session date/time is organised by the Union and is jointly run by the Theatre and the Union.

STUDIO

For successful Studio bids – contact the Theatre Technical Manager to discuss any technical queries and Venue Bookings Manager for show/ticketing queries.

Usage Discussion

THEATRE

Theatre time is booked in blocks of hours and by either:

- Monday – Saturday (Thu – Fri – Sat shows)
or
- Monday – Wednesday (Tues or Wed show)
- Thursday – Saturday (Fri or Sat show)

In the training session you must discuss with Stage Crew Society:

- how many performances you intend to do
- how long the show will approximately be
- how technically advance it is
- how much rehearsal time your performers need in the performance space.

Using this information – please then refer to the Free/Contracted Hours section of this document for further information on prices. Once you have come to an agreement it is necessary to discuss these hours with theatre staff in order for the cost of the hours to be calculated and the final £ confirmed. During the discussion you will be issued with a Pre-Contract Form.

STUDIO

Studio time is booked by day with set access times - if you think you require more/less STUDIO time then contact the Technical Manager and Venue Hires Manager.

It can be booked by either:

- Monday – Saturday (Thu – Fri – Sat shows)
or
- Monday – Wednesday (Tues or Wed show)

- Thursday – Saturday (Fri or Sat show)

Maximum access times are:

- Monday 14:00-22:00 (no show and inc 2 x 1 hour breaks)
- Tuesday 10:00 -22:00 (no show and inc 2 x 1 hour breaks)
- Wednesday 10:00-22:00 (no show and inc 2 x 1 hour breaks)
- Thursday - Friday 16:00 – 22:00 (with 17:00 show) or 18:00 – 22:00 (with 19:30 show) and inc 2 x 1 hour breaks
- Saturday 16:00 – 22:00 (with 17:00 show) or 18:00 – 22:00 (with 19:30 show) + Tech get out and inc 2 x 1 hour breaks
- NO ACCESS SUNDAY

Pre-Production Meeting for THEATRE

The Pre-Production meeting is an opportunity to discuss aspects of your production with theatre staff as well as representatives from the union. Prior to the meeting you should fill in the details on page one of the Pre-Contract Form, and also write your production budget and production plan (more information will be provided at the training session).

Once agreed, the budget will be forwarded to the union for formal approval. Other details will be used to write the contract which will be issued by the UCL Culture to the union.

The Contract

All users of the THEATRE and STUDIO are issued a contract by the Venue and Bookings Manager. Confirmation of dates is only via the returning of a signed contract. In the case of the UCL SU shows, these contracts are signed for by senior UCL SU staff and returned to the Venue Bookings Manager.

UCL SU will retain a copy of the contract which can be shared with the society

The show will not go on sale until the contract is returned. Society officers do not need to sign or return the contract to the theatre.

The only difference between societies and professional companies is that during union weeks' in the theatre 30 hours of THEATRE time (and 2 get out hours) are provided for free. Any extra hours are charged as per the rates laid out on page 7.

The contract is an important document; it lays out exactly what UCL Culture expects from the society, and what the society should expect from the UCL Culture. The Bloomsbury Theatre contract is a legally binding document between the UCL Culture and Students' Union UCL.

Following the pre-production meeting the contract will be created, the contract will confirm many of the points discussed at the pre-production meeting.

Most of the contract is the same for all societies. Make sure that you and everyone involved in your production read it, as it and this guide will govern your usage of the theatre.

Free Time and Contracted Hours

STUDIO

There is no free hours/time for STUDIO (Garage) shows – the pricing is as:

- Mon 14:00-18:00 / 19:00 - 22:00 = £130 (rehearsal day)
- Tue - Sat 10:00 – 13:00 / 14:00 -18:00 / 19:00 -22:00 All day = £130 (rehearsal day)
- Mon 14:00 -18:00 / 19:00 - 22:00 = £210 (19:30 show day)
- Tue-Sat 10:00 – 13:00 / 14:00 -18:00 / 19:00 - 22:00 = £210 (19:30 show day)
- Mon-Sat (Half day) = £145 (meaning access 2 hours before either 14:30 or 19:30 show and 1 hour after last performance for technical get out)

EXAMPLE 1

- Mon 14:00 - 18:00 / 19:00 - 22:00 Rehearsal all day no show = £130
- Tues 10:00 – 13:00 / 14:00 -18:00 / 19:00 - 22:00 Rehearsal all day no show = £130
- Wed 10:00 – 13:00 / 14:00 -18:00 / 19:00 - 22:00 Rehearsal all day no show = £130
- Thu 10:00-22:00 Rehearsal all day + 1 show = £210
- Fri 10:00-22:00 Half day 17:30 – 22:00 access for 19:30 show = £145
- Sat 10:00-22:00 Half day 17:30 -22:00 access for 19:30 show + get out= £145

= £890 Final Amount + taxis for staff working after 23:00 + any additional fees

EXAMPLE 2

Thursday 14:00-18:00 / 19:00 - 22:00 = £130 (rehearsal day no show)
Friday 17:30-22:00 (19:30 show) = £145+VAT
Sat 17:30-22:00 (19:30 show) = £145+VAT

= £420+VAT + taxis for staff working after 23:00 + any additional fees

THEATRE

As agreed by UCL, the union has 14 weeks 'free' in the THEATRE. 2 of these weeks (1 week in term 1, 1 in term 2) are allocated to Stage Crew training.

These dates are chosen by UCL Culture and offered to the Union which they are entitled to refuse but can not then be swapped to another date.

These weeks consist of:

- 30 free hours between 14:00 – 18:00 / 19:00 - 22:00 Monday and 10:00 – 13:00 / 14:00 -18:00 / 19:00 - 22:00 Tuesday – Saturday.
- 2 free get out hours after 23:00 on the last performance day.

All time used above these hours must be paid for at the rates laid out in this guide. In order to calculate costs and to arrange rotas etc. UCL Culture will agree with the society 'contracted hours' – these are the times during which the society can access the theatre (including performances).

Contracted hours must be used in blocks as follows:

- 10:00 -13:00 (NOT AVAILABLE ON MONDAYS)
- 14:00 - 18:00
- 19:00 - 22:00 (or from 18:00 on a 19:30 show day)
- (Plus time after 23:00 for expected get out time after the last performance)

The theatre technicians will take meal breaks between 13:00-14:00 and between 18:00-19:00. You must not schedule any technical or stage based work to be done during these breaks. If you are forced to use technical services during these periods you will be charged a 'missed meal break' fee in addition to an additional hour of hire.

If your get-out after your last show is expected to last beyond 23:00 this time will be contracted – this will mean that you are fully aware of the costs at the budgetary stage. 2 hours each week are free. Time after 23:00 for get outs is contracted by the half-hour.

The only occasions in which UCL Culture will not enforce these timing blocks is on a day when you are performing. On these days your contracted time will begin 90 minutes before the performance or will run on from the 14:00 slot through to 23:00. On days with performances only or performances followed by get-outs we will not expect to provide technical assistance before the show, if you need the theatre for any type of rehearsal or technical preparation on these days you must begin your contracted hours at 2pm or 10am.

The 13:00-14:00 slot and the 18:00-19:00 slot will not be counted as usage by your society – as a result they will not use a free hour or be counted in the

hire fee except where you have a performance where front of house or box office staff will be required to work during that time.

Usage on a Monday can start at 14:00 at the earliest. This is to ensure that the theatre is ready for your arrival.

Once the contracted hours are agreed UCL Culture will allocate each hour to one of four activities, these activities have different hourly rates:

- a) Performance (minimum of 4 hours – begins 90 minutes before your show, always runs to 11pm for evening shows)
- b) Get-Out/Get In (minimum of 4 hours)
- c) Rehearsal

The Theatre will then allocate the free hours starting with the most expensive (a) and working towards the cheapest (c).

This means that normally societies primarily pay the cheapest hourly rate (except for time used after 23:00).

After 23:00 and before 09:00 theatre technical staff are paid overtime, this means that beyond the 2 free hours we cannot allocate any more free time during these hours, also, the hourly rate doubles.

Free weeks in the theatre do not include Sundays. If a society is still working on their get-out after midnight on Sunday morning – this time is charged at double the hourly rate (i.e. the same as time after 23:00).

If your society is sharing a week with another society the week's free hours will be split between the societies. The ratio of the split will be based on the number of days that are being used and the number of performances. If disagreement over the split of free hours occurs the UCL Culture will make a decision.

Breakdown of THEATRE charges for Union Societies

(as of 2022)

(See information on free time and contracted hours in the previous section)

Costs for additional hours

A) Get In + Rehearsal + Performance time = £75 per hour

B) Get Out = £100 per hour or £200 between 23:00 - 09:00 charged in 0.5 increments (not including the 2 free Get Out/Post 23:00 hours already included)

C) Performance (inc interval and pre show talks/Q&A's) which are longer than 3 hours are charged at £140+VAT per hour (charged in increments of 0.5) and are not included in the 30 free hours.

Max 3 performances per week. Any extra shows inc open dress rehearsal with an audience are not included in the 30 free hours.

All usage is calculated in blocks as described above.

Costs between 11pm and 9am and on Sundays/bank holidays are doubled.

Missed Meal Break (per technician)

a) Monday-Saturday 09:00 -23:00	£35
b) Other times	£70

Missed meal breaks during time not contracted to the society will result in a missed meal break fee (per technician) plus the relevant additional hourly cost.

EXAMPLE 1

- Mon 14:00-18:00 / 19:00 – 22:00 GET IN(7h)
- Tues 10:00-13:00/14:00-18:00/19:00 –22:00 REHEARSAL (10h)
- Wed 10:00-13:00 /14:00-18:00/19:00 –22:00 REHEARSAL (10h)
- Thu 10:00–13:00/14:00-18:00/18:00–23:00(12h)(with 19:30-22:00 show)
- Fri 10:00–13:00/14:00-18:00/18:00–23:00(12h)(with 19:30–22:00 SHOW)
- Sat 10:00 – 13:00 / 14:00-18:00 / 18:00 – 23:00 (12h) + 23:00 – 00:00 Tech get out (with 19:30 – 22:30) performance) (1h)
- Sunday 00:01 -01:00 Tech get out (1h)

Get In+Rehearsal+Performance time =63 hours–30 hours=33 x £75 = £2,475 + VAT

Get out = 2 hours - 2 free hours = £0

= £2,457 + VAT Final Amount + taxis for staff working after 23:00 + any additional fees incurred

EXAMPLE 2

- Mon 14:00-18:00 / 19:00 – 22:00 (7h)
- Tues 10:00- 13:00 / 14:00-18:00 / 19:00 – 22:00 (10h)
- Wed 10:00- 13:00 / 14:00-18:00 / 19:00 – 22:00 (10h)
- Thu 14:00-18:00 / 18:00 – 23:00 (5h) (with a 19:30 – 23:00 performance)
- Fri 18:00 + 19:00 – 23:00 (5h) (with 19:30 – 23:00 performance)
- Sat 18:00 + 19:00 – 23:00 (5h) + 23:00 – 00:00 Tech get out (with 19:30 – 23:00 performance) (1h)
- Sunday 00:01 -01:30 Tech get out (1h)

Get In + Rehearsal + Performance time = 46 hours – 30 hours = 16 x £75 = £1,200 + VAT

Performances longer than 3hours = 3 x 0.5 hours = 1.5 hours x £140 = £210+VAT

GET OUT = 2.5 hours – 2 free tech hours = £100

= £1,510 + VAT Final Amount + taxis for staff working after 23:00 + any additional fees incurred

EXAMPLE 3

- Mon 14:00-18:00 /19:00 – 22:00 (7h)
- Tues 14:00-18:00 / 19:00 – 22:00 (7h)
- Wed 10:00- 13:00 / 14:00 - 18:00 / 19:00 – 22:00 (10h)
- Thu 14:00-18:00 / 18:00 – 23:00 (9h) (with 19:30 – 22:30 performance)
- Fri 18:00 + 19:00 – 23:00 (5h) (with 19:30 – 22:30 performance)
- Sat 18:00 + 19:00 – 23:00 (5h) + 23:00- 00:00 Tech get out (with 19:30 – 22:30 performance)
- Sunday 00:01 – 01:00

Get In + Rehearsal + Performance time = 43 hours – 30 free hours = 13 x £75 = £975+VAT

GET OUT = 2 hours – 2 free tech hours = £0

= £975 Final Amount + taxis for staff working after 23:00 + any additional fees incurred

EXAMPLE 4

- Mon 14:00-18:00 / 19:00 – 22:00 (7h)
- Tues 14:00-18:00 / 19:00 – 22:00 (7h)
- Wed 14:00-18:00 / 19:00 – 22:00 (7h)
- Thu 14:00-18:00 / 18:00 – 23:00 (9h) (with 19:30 – 22:30 performance)
- Fri 18:00 + 19:00 – 23:00 (5h) (with 19:30 – 22:30 performance)
- Sat 18:00 + 19:00 – 23:00 (5h) + 23:00- 00:00 Tech get out (with 19:30 – 22:30 performance)
- Sunday 00:01 – 01:00

Get In + Rehearsal + Performance time = 40 hours – 30 free hours = 10 x £75 = £750

GET OUT = 2 hours – 2 free tech hours = £0

= **£750 Final Amount** + taxis for staff working after 23:00 + any additional fees incurred

EXAMPLE 5

- Mon 14:00-18:00 / 19:00 – 22:00 (7h)
- Tues 14:00-18:00 / 19:00 – 22:00 (7h)
- Wed 14:00-18:00 / 19:00 – 22:00 (7h)
- Thu 14:00-18:00 / 18:00 – 22:00 (8h) (with 19:30 – 21:30 performance)
- Fri 18:00 + 19:00 – 22:00 (4h) (with 19:30 – 21:30 performance)
- Sat 18:00 + 19:00 – 23:00 (4h) + 22:00- 00:00 Tech get out (with 19:30 – 21:30 performance)

Get In + Rehearsal + Performance time = 37 hours – 30 free hours = 7 x £75 = £525

GET OUT = 2 hours – 2 free tech hours = £0

= **£525 Final Amount** + taxis for staff working after 23:00 + any additional fees incurred

EXAMPLE 6 – NO PERFORMANCE WEEK EG FILMING

- Mon 14:00-18:00 (4h)
- Tues 10:00- 13:00 / 14:00-18:00 (6h)
- Wed 10:00- 13:00 / 14:00-19:00 (7h)
- Thu 10:00- 13:00 / 14:00-19:00 (7h)
- Fri 10:00- 13:00 / 14:00-18:00 (6h)

Get In + Rehearsal + Performance time = 30 hours - 30 free hours

GET OUT = 0 hours

= **£0 Final Amount** + filming fees + any additional fees incurred

EXAMPLE 7 – 3 SHORT EVENING EVENTS

- Mon – 14:00-19:00 (5h)
- Tues – 10:00- 13:00 / 14:00-18:00 (6h)
- Wed 14:00-18:00 / 18:00 – 23:00 (9h)(with 19:30 – 22:30 performance)
- Thu 18:00 – 23:00 (5h) (with 19:30 – 22:30 performance)
- Fri 18:00 – 23:00 (5h) (with 19:30 – 22:30 performance) 23:00 -00:00
- Sat 00:01 -01:00

Get In + Rehearsal + Performance time = 30 hours - 30 free hours

GET OUT = 2 hours – 2 free hours

= **£0 Final Amount** + any additional fees incurred

Show Length

Shows must not normally be more than 3 hours long. If your show has artistic reasons for a length over 3 hours you must get written permission from the theatre. If a performance overruns the society will be charged the performance rate calculated by the half-hour until the show finishes and the audience have left. If a show runs after 23:00 this rate is doubled. The theatre staff reserves the right to prematurely end a show as a result of restrictions detailed in the theatres' licence.

Authorising Additional Hours

If theatre time over the contracted hours is required it must be authorised by the society treasurer or show producer. However, if extra time is required for get-outs where society owned or hired equipment is still in the theatre after the show or work is still required to return the theatre to its original state theatre technicians will continue working until the work is done. The cost of this time will be charged to the society.

Decisions over whether the theatre has been returned to its original state, including the rig (focus, colour etc) will be taken by the Theatre technician on duty.

Production Meeting

Around 10-15 working days before the society enters the theatre a Production Meeting will be called by theatre staff. This meeting is an opportunity for the show Producer and Production Manager to meet with theatre staff in order to exchange information about the show; it is also an opportunity for the show Producer and Production Manager to access the expertise of the theatre's staff in order to make their show as successful as possible.

At this meeting the following subjects will be discussed (see below for more details):

1. Technical Aspects:
 - a. Set
 - b. Safety/Conduct Talk
 - c. Production Schedule
 - d. Pyrotechnics
 - e. Weaponry
2. Other Aspects:
 - a. Show timings
 - b. Publicity (if not already approved)
 - c. Photography and Filming
 - d. Programme/Merchandising Sales
 - e. Front of House Liaison

This meeting is an ideal time to raise any theatre related concerns that you may have.

Box Office

Tickets for your shows must be sold through UCL Event Ticketing, which uses a computerised Box Office system. The Box Office is open for advance personal and telephone bookings from 12:00-17:00 Monday to Friday. The Box Office also stays open until your show begins on performance days.

*****Please allow a minimum of 3 working days to put your show on public sale once we have received all your event information*****

Dates & Times of performances

These will be agreed at the pre-production meeting and will be detailed in the contract. For all society performances the THEATRE and STUDIO shows start at 19:30

*****EXCEPT when the theatre is in use for other purposes and the STUDIO shows then start at 17:00 or earlier – to be finished by 18:30 at the latest*****

Ticket Prices

We need to know ticket prices for:

- Full Price
- Concession – which includes: Disabled, Senior Citizens, non UCL students, unemployed, EQUITY, under 18.
- UCL Community eg UCL student/staff/alumni

Additional ticket prices can also include (but not required):

- School group rates
- Children (under 10 etc) rates

- Early bird discounts – please provide expiry date/if limited to set amount of tickets eg 100 tickets can be sold before X date
- Promo codes – please provide code (max 10 characters and no upper/lower case letters or characters) and if there is expiry date or limited to amount of tickets.

For all Bloomsbury shows, groups of 10 are offered 1 free ticket = 11 tickets.

For all Bloomsbury shows, if a disabled customer requires a carer ticket, the carer ticket is free.

Details of historical ticket prices and sales data can be produced on request. Ticket prices will be agreed at the pre-production meeting and detailed in the contract.

Allocation of seats

- THEATRE seating is allocated for all shows.
- STUDIO seating is unallocated for all shows.

Also Provide

- High resolution jpeg image for the website (can be your society logo)
- 1 email address for daily sales reports to be sent to.

Layout, Seating Allocation Type and Capacity of Venues

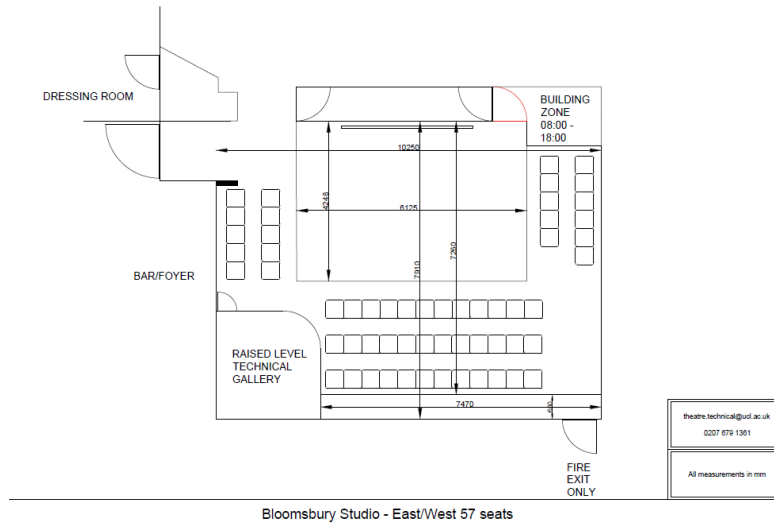
THEATRE is a static theatre layout - max capacity 541 seats (385 stalls and 156 circle). All seating is ALLOCATED

If you are using the orchestra pit for musicians then you must request this when submitting your ticketing information – you must specify if you require:

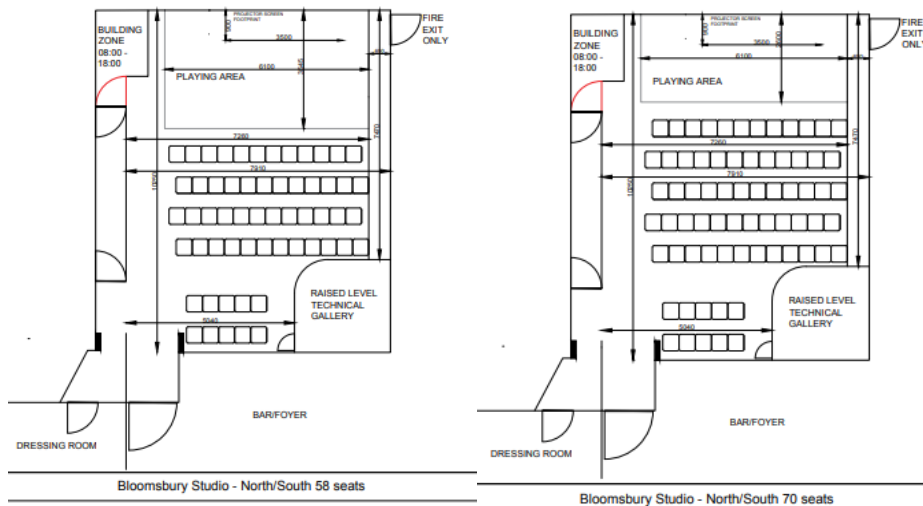
- Full orchestra pit = approx. 40 musicians, half will be under the stage and half will be visible to the audience/performers. You will lose 48 Stalls seats = A/B Rows
- Half orchestra pit = approx. 15 musicians (who are located under the stage and are unseen by audience/performers)

STUDIO is UNALLOCATED. You must specify which layout you require for the below options:

U Shape aka East/West – max capacity 57 seats (as per diagram below) – suits drama/small band set up as it gives 2 entrances.



End on aka North/South – max capacity either 58 or 70 (as per diagrams below – see stage measurements) – suits comedy/spoken.



Holding tickets off sale

THEATRE

If you require use of the orchestra pit we will need to know before the tickets go on sale, as we will have to hold the following seats off-sale:

- 46 seats removed (stalls rows A & B)

Certain methods of filming or blocking rows may also require significant numbers of seats to be held off sale.

Details regarding holding tickets off-sale will be confirmed at the pre-production meeting and will be detailed in the contract.

STUDIO

If you plan to have a band/set/large cast – then you will need to request to reduce your seating capacity accordingly when submitting your event information.

Guest Lists / Complimentary tickets

10 complimentary company seats are held off sale for each performance for the use of the society. These are to be used for guests, press, VIPs, sponsors etc. These are not to be issued to friends/family of the production.

All requests for complimentary tickets must be agreed by the Producer.

Guestlists inc full name and email address must be submitted to ticketing@ucl.ac.uk a minimum of 48 hours before the performance in order for their digital E Tickets to be sent to them.

If you require physically printed tickets for your guests then this must be pre-arranged and be picked up from Box Office by the show producer at least 2.5 hours before the performance on each day. Complimentary Tickets must be picked up in bulk and issued on a separate desk via a society member – the theatre cannot distribute them for you.

You must nominate a member of your society to manage your guest list, in terms of looking after your guests and issuing them with their tickets – it is important to ensure that this person waits for any latecomers in order to ensure that your guests are not turned away.

Non-Complimentary tickets cannot be reserved for the society.

Selling Tickets Directly

The union and the Theatre have agreed that student societies are not allowed to be given tickets to sell away from the theatre.

Commission and VAT

We deduct 7% from all tickets sold. This covers banking and software costs associated with the ticket sales process. The ticket price that you agree with the theatre includes VAT, the theatre does not deduct the VAT before sending the income to the society/union – **it is the Union's responsibility to deal with the VAT, if you have any VAT queries please discuss them with the union Finance Manager.**

House Seats

- THEATRE -The box office holds back 12 House Seats, which you cannot sell.

- STUDIO - The box office holds back 2 house seats, which you cannot sell

These are for the theatre to use to sort out problems with customers or for theatre VIP's. This is standard practice in many theatres.

Event ticket web page for online sales

In order to get your production onto our website we will need:

- Your ticket prices
- A square jpg image – no text (other than show title) – a plain image is best. Your society logo will be accepted.
- Full event title
- About 200 words about the production including any legal notices eg Musical Theatre rights.
- If the performance is being filmed.
- If there is a pre show talk/Q&A
- Trigger warnings eg nudity, swearing, violence, flashing lights
- Age guidance – very important for film screenings, check with distributor for certification and for shows with non radio edit version music.
- Approx. running time inc how many intervals
- If you require a donations option – if yes, you must provide the charity name in full, its registered number and a short explanation (for the public) as to why they should donate.

If we do not receive these we will be unable to advertise your show online or turn on internet ticket sales.

If there is adult material in your show, either content or contained in music that is played eg non radio edited music, please alert the theatre **before** your show goes on sale as this will need to be confirmed by the Bloomsbury theatre and Student Union, and if allowed, advertised as such.

Do not invite schools/groups with young children to see shows/dress rehearsals where you know your show contains adult material.

Marketing

Posters and flyers for both THEATRE and STUDIO

We must approve your publicity before it goes to print. All publicity must include

- Theatre logo (below)
- Theatre address **15 Gordon Street, London, WC1H 0AH**

- Website www.thebloomsbury.com
- Box office phone number **020 3108 1000**
- Show date/s and start time/s



A part of UCL Culture

Do not refer to the Bloomsbury theatre as '*Blooms*' in your advertising.

If you have not had your publicity authorised before your production meeting you must bring it with you for authorisation at this meeting.

If the details above are not correct you will not be able to display the print material. The theatre logo must be no smaller than 70% the size of the show title.

The Bloomsbury Theatre has space for posters in and around the theatre. **Please provide no more than 10 posters for your show. These can be delivered to the theatre Box Office desk Monday – Friday 12:00-17:00.**

Do not put up posters for your show in the theatre building – the theatre staff will do this for you. If posters/flyers are found in the theatre building in areas where they should not be the theatre may remove all publicity for that show.

The ideal size for posters in the theatre is A3 or A2 portrait. The ideal flyer size is A5 portrait. We cannot guarantee that other sizes of publicity will be displayed.

Fly-postering is illegal; as a result of the 2003 Licensing Act fly-postering for shows at the theatre may result in the theatre losing its licence which would mean that the theatre would be shut down for the foreseeable future. If any posters are illegally displayed in this way the show will immediately be cancelled regardless who put them up. The person responsible will also be reported to the Registrar.

Front of House

The Front of House team is responsible for all the areas used by the public. Instructions given by the theatre Duty Manager must be followed by all society members in this area.

Front of House Liaison

You must nominate someone from your society who will liaise with the Duty Manager when you are in the theatre. Ideally this person should attend the Production Meeting in order to discuss the running of your show. This person is responsible for all your personnel working front of house (selling programmes, giving out complimentary tickets etc.) and for the cleanliness of the foyer and auditorium before your event. Often this role is fulfilled by someone not involved with the show in any other way – this is good practice as they must be available throughout all the performances.

Running Times

In order to ensure the smooth running of the front of house and the theatre bar, we need to know the running times of your show, i.e.

1. Start time
2. Interval time
3. Finish time

You will be required to provide these details at the Production Meeting, estimated times should be provided at the Pre-Production Meeting. Your interval length will be determined by the Front of House Duty Manager but is normally 20 minutes.

Your Programme

Since Covid 19 and UCL's plan to reduce paper usage, the introduction of touch free digital programmes has proven to be very successful for UCL SU shows.

This is achieved by creating a QR code that the audience can scan which takes them to the programme web page. This means programmes can be altered at any point and are free to everyone.

Society shows which attract a less digital friendly audience such as Opera can still do physical programmes but it is recommended to do digital as well, to reduce the amount of paper. This hybrid version means that both programmes must either be free or charged for, ie it cant be that digital programmes are free but physical programmes are charged for.

4 x A3 posters with the QR code can be placed in the foyer areas for audience to scan. If your show uses the projector/screen then the QR code can be projected pre show and during the interval.

It is customary to list the theatre staff and other theatre information in programmes. You will be provided with the text for this.

If your physical programmes are free you must provide people to give them out.

If your physical programmes will be sold, then theatre staff are available to sell programmes for you but there will be 12.5%+VAT commission charged for this and this must be requested 3 weeks in advance.

As agreed with the union the theatre will bank all monies received from programme sales and return the income with the Box Office Income after the event. You must ensure that all programme income is lodged with the Duty Manager by the end of each performance.

Most societies like to provide their own members to sell programmes which is also allowed.

You must confirm at the Production Meeting whether you will be selling programmes or not.

As agreed with the union the theatre will bank all monies received from programme sales and return the income with the Box Office Income after the event. You must ensure that all programme income is lodged with the Duty Manager by the end of each performance.

Merchandise for audience

We are happy for you to sell (non-food/beverage) merchandise before the start of the performance and during the interval (this service is subject to a fee and must be arranged at the Production Meeting). Due to our fire regulations, we cannot set up tables in the theatre foyer from which to sell your merchandise. However, you may be able to set up a table in the outer foyer opposite the Box Office.

Food for audience

Food provided by the society for the audience can only be distributed in very specific circumstances. Hot food is not allowed under any circumstances. You must discuss options with us before agreeing anything with a food supplier/sponsor. Typically the only allowance is for goody bags to be given to the audience as they exit at the end of the show, to be consumed on their journey home.

Theatre Foyer & Bar

The foyer must not be used by your society at all for rehearsals or technical work.

The theatre will always endeavour to provide an audience bar for both pre show and interval for your productions but for some productions this may not be possible.

The theatre foyer and bar will be open 45 minutes before the performance, for customer use, and the auditorium will open half an hour prior to the start time. Our bar staff and ushers begin preparing the foyer areas 1½ to 2 hours before the start of the performance

Cleanliness

It is vital that the theatre auditorium and the foyer are clean and welcoming when your guests start arriving. It is your responsibility to ensure that rubbish left in the auditorium from rehearsals and technical work is removed before the front of house staff arrive.

The foyer must also be kept clear – it is important to remove boxes and packaging that programmes and merchandise were delivered in,

Front of House Security

Some societies may be required to provide professional security (at their own cost). You will be informed by the theatre if you need to provide professional security. In these cases you must provide at least one security official per 150 audience members. As a result of a restriction in the theatre licence all security officials must be SIA registered.

Cast and Crew Access to Front of House Areas

Your cast and crew cannot watch the show for any period that they are not involved in unless they have a ticket. Cast and crew with tickets cannot enter the auditorium except before the show begins or during the interval, they cannot leave except during the interval or after the show finishes.

Backstage

Capacity

STUDIO - the backstage areas have a capacity of 10 people.

THEATRE - the backstage areas have a capacity of 80 people (increased to 90 people if the FULL orchestra pit is in use)

The Bloomsbury Theatre has a limited backstage capacity due to fire regulations.

The number of cast and society members backstage must include Stage Crew members.

It is the responsibility of the Society leading on the production to ensure in their planning that this is the case.

Food and Drink

Food and drink can only be used on stage with permission of the Theatre Technical Manager.

The only place in the where food and drink can be stored or eaten/drunk is the Green Room (except bottled water which can be drunk anywhere except control positions).

Alcohol cannot be brought into the THEATRE or STUDIO if you have alcohol when you arrive (for after show parties etc.) it must be left at Stage Door.

Anyone found eating or drinking anywhere in the THEATRE or STUDIO except as detailed above will be asked to leave.

Company List

It is very important that you give the Theatre Technical Manager a list of names of the people involved in your production that will be coming and going from the theatre during your event. This includes all your production team, cast and crew members (Stage Crew Society provide a season list of their members so these need not be included in society lists). The theatre will need the list 2 days in advance of the first day that you will be using the theatre. UCL Students must show their UCL ID at the Stage Door in order to be given a backstage pass. If you have any performers or crew that are not UCL students please note this on the list given to the theatre. **Non Students involved in your event must have the prior approval of Theatre Users Board.**

Access / Stage Door

Access for your cast and crew is via stage door only, cast and crew must not use the foyer to enter or exit. Any member of your cast/crew found using the foyer door without prior approval will be permanently

excluded from the theatre. The stage door is located on the lower ground level of The Bloomsbury Theatre building. All members of your company will be issued with backstage passes at stage door, which they will have to wear at all times when they are present in the theatre.

During your get in and rehearsal time the stage door will be open, with a stage door keeper on duty, if required. On performance days, the stage door will be open during your contracted hours or as required. Access is not available before this time, unless arranged in advance with the Theatre Technical Manager (if this is not part of your contracted hours this will be charged).

After the performance, please ensure that all cast and crew members take their personal belongings with them as they leave the backstage area. If you are going to a UCL room for a function after the performance please be aware that access to the stage and dressing rooms will not be available at the end of the function. Please ensure that all cast and crew members have taken their belongings from the backstage areas before attending any function.

Valuables

We advise anyone who is using the theatre not to bring valuables with them, and not to leave anything of value in the dressing rooms.

Fire Escape Doors

Fire escapes must not be used to access or leave the theatre. These doors should be kept shut and unobstructed at all times. All doors backstage are fire doors – they must not be blocked, wedged or obstructed at any time. Backstage corridors must not be used for storing any items – anything found in a corridor backstage will be removed and disposed of.

Smoking and Alcohol

Smoking and the consumption of alcohol backstage is not permitted. In addition, smoking is not allowed anywhere in the theatre. Anyone found with alcohol backstage will be asked to leave the building.

Backstage Rooms

The Backstage area consists of 6 dressing rooms, the green room and a small wardrobe/laundry facility. Backstage rooms should be kept tidy throughout your time in the theatre. The theatre's cleaners will service the rooms daily; however, they are only required to clean rooms which have been left tidy. Any items left in backstage rooms after the end of your event will be disposed of.

Technical

Staffing

During your time in the theatre members of the theatre Technical team will be on hand to assist, however, for all technical enquiries you should consult your Stage Crew Society Production Manager.

NB The technicians and stage door staff will be available during the hours stated on your contract. If you are scheduled to finish at 23:00, it is expected that your work will finish in time for the theatre to be clear and empty by 123:00. Working beyond the hours requested can only be arranged if the Producer gives the theatre 24 hours notice. Any hours requested above the free hours will be charged for.

Missed Meal Breaks for Theatre Technicians

Theatre technicians should have a one hour meal break in any 8 hour day and two one hour meal breaks in any 12 hour day. These breaks are 1pm to 2pm and 6pm to 7pm.

If technicians miss a meal break due to your use of the theatre, your society will be charged per technician for each meal break that they miss (in addition to any hourly hire fee). Before 9am and after 11pm Monday to Saturday, and all day Sunday, this charge is doubled.

Minimum Break Period

If, as a result of your society overrunning its contracted hours, theatre technicians receive less than the minimum break period (11 hours) between shifts any additional costs incurred will be charged to your society. (This occurs regardless of who is using the theatre the following day).

Health and Safety

When you are working in the theatre, you will need to be supervised by a Bloomsbury Theatre technician at all times, in compliance with Health and Safety regulations. Please speak to your Production Manager for further details.

Only members of Stage Crew Society are allowed to use tools, the tallelescope, flying equipment and access the catwalk (after relevant training with the Theatre Technical team).

Technical training will be provided each year. All people who want to be involved in the technical side of events at the theatre must attend one of these sessions.

During your first day in the theatre you must arrange for all people involved in your event to gather at some point in the theatre auditorium (normally 7pm on Monday). This time should be confirmed at the

Production Meeting. This will enable members of the theatre Technical team to explain basic health and safety rules. If someone misses this talk it is the responsibility of the Producer to brief them. Breaches of any of the rules explained at this talk will lead to immediate removal from the premises - not being present or not being briefed by the Producer is not an excuse.

Equipment

The theatre has a resident lantern stock, as well as some sound and other technical equipment. A full list of our equipment is available from the theatre website. When planning for your event, please bear in mind that if you require specialist equipment which we do not have, you will need to hire it from an outside company and to arrange insurance cover via the union. When considering all aspects of equipment usage please liaise with your production manager.

Set and Lighting Design

Your stage crew production manager must provide accurate set and lighting designs to the Theatre Technical team a week before your time in the theatre begins.

Scenery and Props

The theatre does not have its own props and costumes store. Insurance will need to be taken out for the hire of scenery and props. This should be arranged through the union. All set designs must be approved by the Theatre Technical Manager prior to any parts or equipment for the set being purchased. Your Production Manager/Stage Crew Society should arrange for the set model or design to be approved.

Lighting

When you arrive in the theatre there will be a general lighting rig ready for your use. You are welcome to refocus, recolour and add to this rig. The rig must be left exactly as you found it at the end of your time in the theatre (including focus and colour). Your Stage Crew Production Manager can obtain a rig plan from the Theatre Technical team.

Special Effects inc Strobe Lighting

If you wish to use any special effects such as smoke machines, firearms or naked flames, our technicians need to be informed three weeks before your first night, in writing, as a permit to use them is required.

To be inclusive of members with non-visible disabilities we ask that strobe lighting is not used in any Bloomsbury Theatre or Garage (Bloomsbury Studio) productions.

Weapons

If your production requires use of weapons such as swords, knives, guns etc. you must bring details to the production meeting. Weapons should be 'safe'

(i.e. unable to fire, blunted). Please consider carefully how you intend to transport weapons to the theatre.

****UNDER NO CIRCUMSTANCES SHOULD YOU OPENLY CARRY WEAPONS IN THE STREET OR OTHER PUBLIC PLACES****

On arrival at the theatre you should hand all weapons (even if they look obviously fake) over to the Technical team. They will be stored securely throughout your time in the theatre. When required, the weapons will be released to an individual nominated by the Producer. The individual should have a full understanding of all weapon usage in the production, only they and the performers can handle the weapons. Please remember the following regulations:

- 1) Weapons must not leave the stage.
- 2) Weapons should only be handled by those actors/actresses that will use them in the production and the individual nominated by the Producer.
- 3) Weapons should only be in use on the stage, on the prop table under the supervision of the nominated person or in the theatre's secure store.

Use of weapons elsewhere or the breach of these instructions or any other instructions issued by the theatre Technical team will result in the withdrawal of all weapons from the production.

Production Schedule

In coordination with your Production Manager you should write a production schedule – this should detail what tasks will be done and when throughout your time in the theatre. This production schedule should be brought to the Production Meeting for approval.

Workshop Facilities for THEATRE usage (not STUDIO)

The Theatre can generally provide access to the workshop during the week preceding your event. Your Production Manager should discuss this with the Theatre Technical team. All set and equipment should be removed from the theatre workshop by the end of your contracted hours. If storage is required this must be agreed in advance with members of the Theatre Technical team.

Paint and Workshop equipment

If you use any items from the theatre's workshop, such as tape, paint or wood for your set, or for painting the stage back to its original black colour after your event, additional charges will be incurred. Please speak to one of our technicians who will be able to advise you of costs. Colour for lanterns must be provided by the society or via Stage Crew Society.

Technical Deliveries

Deliveries for your production can be made to the theatre (15 Gordon Street, London, WC1H 0AH). **Deliveries must be arranged to occur during your contracted hours.** Any deliveries that arrive outside your contracted hours will be sent away. Please inform the Technical Department of the times and details of all deliveries. **It is vital that people from the production team are available to move deliveries into the theatre.**

Returning the Theatre to its original state

The theatre must be returned to its original state by the end of the contracted hours unless the Technical Department have agreed otherwise. This includes (but is not limited to) returning to the standard lighting rig, repainting the stage if necessary and clearing all items from the workshop and flat roof area. The technicians will decide when the 'original state' has been reached. It is important that society members check that all the work is done before leaving at the end of a get-out.

Removing society property from the theatre

Many societies arrange for skips to be present to dispose of set (etc.) after the final performance. Arranging a skip on UCL premises requires the coordination of various UCL departments and must not be done without authorisation. If you need a skip please discuss this with the union.

All society property whether it is to be kept or disposed of must be removed from the theatre by the end of the contracted hours. Any items left without the permission of the Technical team will be removed at the cost of the society.

Pyrotechnics in THEATRE (not in STUDIO)

Any use of pyrotechnics must be approved in advance by the Licensing Authority (London Borough of Camden). In order for the theatre to apply for permission information regarding the pyrotechnics to be used (including technical specification, context in the production, position on stage and proximity to actors/audience/set and a risk assessment) must be submitted to the Technical Manager *at least* three weeks in advance. Advice should be sought from the Technical Manager in advance of making a request. The Licensing Authority may well want to inspect the theatre to see the proposed use in a rehearsal situation; this will happen during your contracted hours and may result in permission being declined. Storage and control over firing of pyrotechnics will rest with the Theatre Technicians at all times.

Fireproofing

Everything used in the THEATRE and STUDIO (except costumes that are worn) must be fireproof.

Set/props used in front of the THEATRE safety curtain line must be manufactured inherently fireproof.

Items used behind the safety curtain line must be adequately fireproofed.

ALL sets/props in the STUDIO must be manufactured inherently fireproof.

Ply board must be fire-rated to Class 1 (see BS 476, part 7), if sets are constructed away from the theatre a Class 1 stamp must be left exposed on each section of ply board. Timber must be at least 2.5cm thick in all directions. Material must be manufactured fireproof (with certification), fireproofed by a specialist company (and certified) or fireproofed in the theatre witnessed by the theatre technicians. Further advice on suitability of materials and fireproofing can be obtained from the Technical Manager.

Filming

Many societies choose to film their production – either professionally, or by utilising the Film Society.

Filming approval

Any filming in the theatre must be approved in advance by us. If you are planning to film your event please bring details to the Production Meeting for approval and there will be a charge for this– see Additional Fees section.

Image Rights

All people that appear on film must give their permission in advance. Members of the audience have a right to not be filmed if they request this in advance – signs must be displayed explaining this right. Bloomsbury Theatre Staff must not be filmed.

Camera Positioning during a filmed performance without an audience eg dress rehearsal

Filming the dress rehearsal / none audience attended performance gives you the best flexibility for camera set up as these can be positioned anywhere in the auditorium including roaming cameras. You must factor in the time needed to set up the cameras during your access time.

Camera Positioning during a filmed performance with an audience

Filming of a performance with an audience must be confirmed before tickets on sale, so audience know they are attending a filmed performance.

Licensing Regulations state that if a row of seats is blocked by any obstacle (such as a camera tripod, camera operator or camera lens) then only 10 seats can be used either side of the obstacle. Please remember this when organising filming – if the seats in your show are allocated upon sale we will need to block a large number of seats off (some rows have 31 seats).

A small camera can normally be positioned adjacent to the technical control point at the back of the stalls – check with the Theatre Technical Manager in advance. If microphones are in use it is normally possible to take a sound feed from the sound system.

Roving camera operators must only use hand held cameras which do not have trailing cables. When agreeing to have a roving camera remember to consider the effect that this may have on your paying customers' experience. We strongly advise you to have no more than 2 cameras.

Cameras should be set up by 6pm in order to avoid paying for a technical missed meal break.

How and When you may Incur Additional Charges

(other than previously explained in this guide)

Piano Tuning

If you use the theatre's piano for your event, it will need to be tuned, and the cost of the tuning will be charged to your society.

Performances (including interval/s and pre show talks) with a duration of over 3 hours.

If a performance/s are longer than 3 hour in length, there will be a charge of £140+VAT per hour (charged in 0.5 increments)

Additional performances eg more than 3 per week, including audience attended dress rehearsals

Will be charged at £140+VAT per hour (charged in 0.5 increments) on top of the 32 free hours.

Late night staff transport

Any technicians or other theatre staff who are required to work after 23:00 due to your event are entitled to a taxi home. The cost of this will be recharged to your society.

Additional Cleaning

Each evening the dressing rooms must be left in a good and clean condition – otherwise an additional cleaning charge will be added.

Use of glitter/confetti machines etc are only to be used with written permission by the Technical Manager. Their use will incur an additional cleaning charge.

Non Contracted Hours

Any additional hours (except those spent returning the theatre to its original state) MUST be authorised by the Producer all additional hours will be charged by the half-hour. If hours arranged after the agreement of the contract will mean that our technicians or other staff will receive less than the agreed minimum break period between days any charges that this incur will be passed onto the society.

Cancelled performances

- THEATRE – cancelled performance/s of less than 3 weeks before the show will incur a minimum £500 charge to cover staffing
- STUDIO – cancelled performance/s of less than 3 weeks before the show will incur a minimum £140 charge to cover staffing

Loss / Breakages

Any damage to, or loss of, Theatre equipment will be recharged to the society at the cost of replacement.

Security

If you or the Theatre staff feel you require security for your event – this will be recharged back to you

Filming

We will often charge a facility fee for filming – the amount is dependent upon the purpose of filming but the standard fee to each society is £150+VAT for UCL SU shows. If the filming is only for record or archival purposes then there is no fee. However, all filming for broadcast or sales will incur a fee.

Other Information

Insurance

Your society will need to take out insurance for any equipment, props, costumes or scenery that you or the theatre may hire in for your production. All insurance for student productions is arranged through the union and their insurance brokers. The union's insurers cannot insure the use of pyrotechnics. The Bloomsbury Theatre insurer can, but the Theatre Technical Manager must be informed in advance.

PRS (Performing Rights Society)

We are obliged to forward a list of all music performed or played at the theatre to PRS, and to levy their charges on all those who include music as part of their event. If your production contains any music at all, you will need to fill in a PRS form listing the title of the work, the composer and arranger, the publisher of the music, and the duration that it is used in your show. **A PRS form will be emailed to all producers before their shows. It must be returned within 5 working days of the show.**

Society shows are normally charged as follows:

- **“Popular Music Entertainment”**

This is for any use of contemporary music including music concerts.
Fee – 4% of net box office receipts.

- **“Variety shows and Pantomimes”**

Fee - 2% of net box office receipts

- **“Dramatico-Musical Works”**

This includes operas, ballet, musical plays, revues and plays consisting of specially written words and music.

Fee – no fee.

- **Interpolated Music**

This is music not specially written for a particular theatrical production but is performed by a character(s) to be heard by another character(s) in that production. For example: an actor playing guitar and singing directly to another actor as part of the production. This use is not covered by the PRS form and must be agreed directly with PRS in advance who will then invoice the society.

Copyright

Producers must ensure that all rights, licenses and permissions have been obtained before work is performed or projected in the theatre.

Wellbeing

Most theatre staff are first aiders. If you need first aid whilst in the theatre please contact a member of staff immediately. We keep a record of all accidents in the theatre as well as near-misses and hazard observations. If you believe that anything should be reported please contact a member of staff.

If you have any concerns as to your wellbeing whilst undertaking work in the theatre you can discuss them in confidence with the Technical Team.

After the event

Once your show is over, the theatre will put together a final settlement for your production, detailing how much money was taken at the Box Office, how many additional hours were used by your society (and their cost), and any other charges which you may have incurred. We will then send a copy of the settlement to the Finance Department of the union, and the Societies and Media Coordinator – who will in turn forward to the producer. Any money that is owed to your society will be sent by us to the Union Finance department about 2-3 weeks after your event.

We can also provide your society with Box Office sales reports.

All props, scenery and costumes must be removed after the final performance. Arrangements for pick up the following day/week cannot always be agreed to and must be discussed with the Technical Manager in advance.

How to contact us

By Post: The Bloomsbury Theatre
15 Gordon Street
London
WC1H 0AH

Please note that this address should be used only to contact the theatre staff or for deliveries that will be made during your contracted hours. If you have mail to be sent to your society, please use the union address (25 Gordon Street)

Director of Operations – Ellen Frost

Telephone: 020 7679 2911 (UCL Extension 32911)

Email: e.frost@ucl.ac.uk

In Person: Administration Office (Ground Floor) – please arrange appointments for meetings

Box Office (for ticket sales only):

020 3108 1000

www.thebloomsbury.com

Hand delivery of show posters/leaflets can be left with Box Office staff during their normal opening hours