



**LAVENDER
HILL MOB**
Theatre Company

TERMS AND CONDITIONS

(Updated March 2022)



LAVENDER HILL MOB

Theatre Company
(Founded in 2001)

Patrons: **Adam Rayner, Warwick Davis, Jamie John, Simon Rowe**

**PLEASE TAKE THE TIME TO READ THIS DOCUMENT CAREFULLY. IT EXPLAINS
ALL OUR RULES AND PROCEDURES FOR MEMBERS.**
(LHMTC RESERVE THE RIGHT TO UPDATE THIS DOCUMENT AT ANY TIME)

WELCOME

Welcome to Lavender Hill Mob Theatre Company. We hope you will enjoy being part of a lively, vibrant group open to all from the age of four.

WHAT LAVENDER HILL MOB THEATRE COMPANY IS:

'LHMTC' is an Inclusive Theatre Company - a 'Theatre Company for all' - regardless of ability or background. We specialise in Theatre performing arts and British Sign Language and through these two, we strive to improve people's confidence, health and wellbeing. Unlike other companies we do not hold auditions. All you need is enthusiasm, a sense of humour and a willingness to work hard with all our other members as part of our team. Whatever your ability, we'll definitely find a place for you.

WHAT LAVENDER HILL MOB THEATRE COMPANY IS NOT:

- We are not a 'Drop in Centre'
- We are not a 'Social Service'
- We are not a 'Baby Sitting Service' or a 'Cheap Child Care' option, or facility
- We are not 'Respite Care'
- We are not a 'Social Club'

MEMBERSHIP

If you haven't already done so, you will need to fill in and return as soon as possible:

NEW MEMBERS:

- *Your 'Welcome Pack' forms (and £10 fee)*

EXISTING MEMBERS:

- *Membership Form (renewed every year)*
- We expect members to commit themselves to at least one session per week.
- We expect members who are cast in main parts to commit to a minimum of 2 sessions per week. If members are absent for 3 months (12 weeks) and no attempt to contact us is made, membership will automatically be cancelled. Should you wish to re-join, you will have to fill in new forms and pay another £10 administration fee.
- If you decide you want to leave LHMTC, then please notify us in writing or by emailing or phoning to let us know (contact details below).
 - If you have any items belonging to LHMTC in your possession, then we would be grateful for their return.

- If you no longer require your black LHMTC t-shirt, then please consider donating it back to the group so it can be reused.

VISITORS

- From time to time, we do have visitors. The general public are welcome to visit us during workshop time and see what we do, but this is by prior appointment via email or phone. Visitors (primarily people who are unknown to the group and its Volunteers) will be expected to wear their Visitor ID badge when present and to sit near the admin desk, away from the workshop in progress. Visitors are free to leave when they wish.

DATA PROTECTION (IN COMPLIANCE WITH GDPR)

- **MEMBERSHIP FORMS:**
We ask for members personal contact information and any allergies, or other needs members may have - subject to Parents/Carers, or Support Workers permission (where applicable). The reason we ask for this information is for Health and Safety compliance.
- **REGISTRATION FORMS:**
Information gathered is purely for members' uniform requirements.
- **LICENCE FORMS (under 16s only):**
Information gathered (including head-shots) is purely for compliance with Norfolk County Council Child Employment Team. All under 16s need a performance licence in order to take part in our shows and outside events.
- **ALL MEMBERSHIP AND REGISTRATION INFORMATION GATHERED IS STORED IN AN OFFLINE DATABASE AND IN PAPER FORM IN A LOCKED LOCATION AND IS ONLY USED FOR THE PURPOSES IT IS INTENDED - AND IN THE STRICTEST CONFIDENCE. ALL DATA IS ERASED/DESTROYED WHEN MEMBERS' LEAVE, OR REQUEST THAT THE DATA IS TO BE DESTROYED. ALL MEMBERS HAVE THE LEGAL RIGHT TO ASK TO SEE THEIR INFORMATION ON REQUEST.**

THEATRE WORKSHOPS

The LHMTC is based on three principles:

- **RESPECT** each other's ability and views. Also respect each other's right to personal space and respect the workshop area by helping the volunteers to keep it tidy.
- **ENCOURAGEMENT:** Encourage each other to do the best they can.
- **COMMITMENT:** Commit to regular attendance, hard work and abide by the rules of workshops and performances when representing the group.
- Please turn mobile phones OFF or on SILENT. There is a mobile phone box on the Admin desk where you can place your phones to keep them safe. Alternatively, it is your responsibility to make sure they are protected and secure. **PLEASE LEAVE THEM ALONE FOR THE DURATION OF THE WORKSHOP AS YOU WILL NOT NEED THEM. IF AN EMERGENCY SITUATION ARISES, THEN THE OFFICIAL LHMTC MOBILE WILL BE USED.**
- Please report to the admin desk on arrival, so you can be ticked in on the register and hand in your subs money. (Currently **£6.00**). We would prefer it if you would move away from the admin desk once you have done this.

- We have a facility for you to pay for workshop attendance via Standing Order. Please ask at the admin desk for details.
 - **Standing Order (and NOT 'FPI' or 'Pay as you attend') is the preferred payment method.**
 - **If you set up a Standing Order, then it is your responsibility to administer any payments made to LHMTTC. Should members decide to leave then please make sure the Standing Order is cancelled. LHMTTC reserve the right not to reimburse any uncancelled payments - they will be viewed as voluntary donations.**
 - LHMTTC is not and never has been 'Pay as you attend'. All workshop attendances must be paid for, including ones where you are absent but have committed yourself to – for whatever reason. At the end of the day, the workshop space needs to be paid for. If you have any issues with this, then please bring them to the attention of the admin desk.
 - All due and outstanding monies/subs must be paid on arrival.
 - We require prior notification of absences. In the cases of sudden illness, a short notice text, email or phone call will suffice.
- During workshops it is very important that you LISTEN carefully to instructions from the Directors. From time to time, we may use a '5-4-3-2-1' verbal countdown and when you hear this, all present must stand still and listen.
 - Bullying will not be tolerated and has no place in LHMTTC.
 - Misbehaviour during workshops is dealt with on a three-step process, with the third step resulting in a 'time out'. Misbehaviour during shows, or outside events, will result in you not performing and in the case of under 16s, Parents/Carers will be informed if necessary.
 - Even though we don't hold auditions, members' abilities, contributions and general attitudes towards others in the group are visually assessed and taken into consideration when casting parts:
 - **If members are cast in a principal role, then it is vitally important that their commitment is there by attending all rehearsals.**
 - **If a cast member playing a principal part is absent without prior notification for more than 3 consecutive rehearsals, then the admin team will make every effort to contact you. If the admin team do not get a response, then that cast member will forfeit their part in the show and it will be given to someone else.**
 - **If members are cast in a principal role, then PLEASE MAKE SURE YOU HAVE NOTHING ELSE BOOKED PRIOR TO THE PERFORMANCE DATES (Such as a holiday) However, we do appreciate that sometimes there may be unforeseen circumstances (such as illness, hospital, bereavement, etc.)**
 - **If members who are cast in a principal part pull out of a production less than 4 weeks prior to the performance without a very good reason, then they will risk not being cast in future shows – at the discretion of the Production Team.**
 - Soft drinks **may** be provided during breaks:
 - You are more than welcome to bring your own, but please DO NOT bring anything fizzy (for reasons why, please see the section entitled 'Food during outside events and main shows')

- Absolutely NO ALCOHOL is to be brought to workshops.
- No members are allowed in the Kitchen Area without prior permission, or unless they are accompanied by an Adult Volunteer.
- We would prefer that no food is consumed during workshops as members will be moving around. However, we do appreciate that sometimes, members are coming from work or school and haven't had time to eat beforehand. If this is the case, we would prefer that food is consumed outside, however if this is impractical, then please confine yourselves to the edges of the main hall and keep your area as clean as possible. Please AVOID the following foods: Fizzy drinks, chocolate, crisps, chewing gum. (For reasons why, please see the section entitled 'Food during outside events and main shows' on page 7)
- LHMTC Directors, Chaperones and Volunteers will not get involved in any personal issues of members which happen outside the jurisdiction of LHMTC workshops and/or performances and other events – this includes social media. If the issue does concern anything which happens between members during LHMTC time, then the necessary advice and/or action will be taken.
- At the end of workshops/rehearsals, we gather in a circle and sing our 'Ode'. Following this, members must wait to be called by the person who is in charge of the register, so they can be ticked out in an orderly fashion.

Transport to and from workshops

- All members who use a taxi service, please make sure that one has been booked.
- All Taxi Drivers must come to the door and let us know who they are picking up. Members will then be called and signed off the register.
- All members of LHMTC are required to sit in the BACK of the taxi on pickup – where practical. This is to protect the members and the driver of the vehicle.
- If taxis are late, then LHMTC personnel will remain on the premises until it arrives.
- **IF TAXIS DO NOT TURN UP, THEN IT IS THE RESPONSIBILITY OF PARENTS/CARERS/SUPPORT WORKERS TO ARRANGE ALTERNATIVES.**

OUTSIDE EVENTS

LHMTC is periodically involved in outside events as a part of our work in the community. This may be a fundraising event, such as fete, or some other kind of event, for example, taking part in a show organised by someone else at a performance venue.

● **UNIFORM**

- All members MUST wear LHMTC black t-shirt, black trousers (no leggings), shoes and socks to all outside events.
- LHMTC T-shirts are supplied at a cost of £10 (which represents our joining fee and show a member's commitment to the group)
 - Any subsequent replacements will cost £10. Hooded sweatshirts are not compulsory, but can be bought from the group.
 - Members will be issued with a purple t-shirt prior to all outside performances (except main shows) and will hand them back at the end of the performance.
 - Alternatively, members may be required to wear a different black LHMTC T-shirt and LHMTC jogging bottoms – which will be issued prior to the performance.

- **EXPECTATIONS**

- All LHMTTC members will report to the designated adult who holds the register to be marked present.
- All LHMTTC members will remain together at all times (especially under 18s and our vulnerable members), or in plain sight unless they are going around in either Chaperoned groups, or groups with a responsible or designated adult (including toilet breaks)
- All LHMTTC members will conduct themselves in the right and proper way and be courteous to members of other organisations who may be present as well as the general public.
- All LHMTTC members will report to the designated adult who holds the Register to be marked off when leaving an event.
- Should an issue arise during the course of an outside event, then it needs to be brought to the attention of the Head Chaperone, who will take the most appropriate course of action.

- **TRANSPORT**

- For members who have booked transport, the guidelines remain similar to that of workshops (taxis etc.)
- For some outside events where we have to travel some distance, we try to keep travel costs to a minimum and currently we hire a minibus to transport members to outside events (30 miles and upwards – and subject to seat availability) We also make use of parents' and members' cars, but occasionally we have to provide a coach, the cost of which will need to be covered by the members taking part. We will always inform you in advance and will require payment before the event.

MAIN SHOWS (PANTOMIMES, VARIETY SHOWS ETC)

Main shows are shows which we currently perform at the Corn Exchange, King's Lynn. These shows take place over the course of 3-5 days and there are extra things that you must be aware of when we perform at this venue:

- All members will receive an email/memo about the show run and rehearsals leading up to it. (The 'Do's and 'Don'ts' and what is expected. These will be along similar lines to what is expected at Outside Events)
- All cast members will arrive at the stage door in the proper LHMTTC pre-show uniform (Black LHMTTC t-shirt, Black trousers (no leggings), Black Shoes) at the time stated on the memo.
- Once members are assembled in the Green Room, then they will be instructed what to do for the remainder of the show run.
- It is vitally important that you listen very carefully to the Directors and the Corn Exchange technical staff.
- It is expected that all cast members will take part in ALL show performances. Please inform the Directors well in advance if you are going to be absent (**Please also refer to the red text on page 4**)
- No under 16 or vulnerable adult will be allowed to go off on their own during the breaks between main shows and main show rehearsals. They must remain in the building where they can be accounted for at all times, otherwise this will invalidate our public liability insurance.
- All cast members who will be wearing costumes – there is a nominal charge to cover costs. If you choose to bring your own costume, then this is with the prior agreement of our wardrobe department. All costume charges are non-refundable.

- Scripts are provided for principal and bit parts. If you lose your script, then it will be £5.00 for a replacement.
- Members are responsible for their own scripts during rehearsals and must bring them with them when required.
- Always ASK if you are unsure about anything.

FOOD DURING OUTSIDE EVENTS AND MAIN SHOWS

- During ALL outside events and main shows where packed lunches or teas are requested or provided, members MUST NOT consume Chocolate, Crisps, Fizzy Drinks, or Chewing Gum:
 - **Chocolate** can give an initial sugar rush and then an immediate low, plus it can affect the speaking and singing voice.
 - **Crisps** can dehydrate and make the consumer thirsty, resulting in the need for more liquids, which leads to unnecessary trips to the toilet.
 - **Fizzy Drinks** can also dehydrate and affect the speaking and singing voice, as well as causing nausea when combined with adrenaline.
 - **Chewing Gum** builds up acid in the stomach as the chewing action makes the stomach think that it is going to receive food. It also makes for messy/sticky fingers and clothing. Plus, chewing gum is a potential choking hazard
- During Main Shows, Pizza and Salad is normally the food of choice between performances. You will have a food order form some weeks prior to the main show, which you will need to hand in, along with the costs, at a specified time.
- Should food not be offered during a Main Show, then a packed lunch/tea will be required (with the same restrictions outlined above) or you must make sure that you have had something to eat prior to performances. We would prefer cast members not to eat something that would lay heavy on the stomach, such as loading up with McDonald's, Burger King, or KFC as we have found through experience that this food has a nauseating effect when combined with adrenaline/stress and heat, when performing on stage.
- LHMTTC will not accept food delivered by Parents/Carers to the Stage Door between the performances, unless it is a packed lunch/tea.

OUTSIDE EVENTS AND FUNDRAISING

We take every opportunity to raise funds to meet our ever-increasing costs and when we perform at outside events, we usually have a stall staffed by adult volunteers, not only to raise funds, but also to inform the public about who we are. We are always on the lookout for volunteers for these events, so if you have time to spare or can help with prizes, please let us know. Of course, anyone wishing to help with fundraising by holding their own event would be most welcome, but you must seek the necessary legal requirements prior to hosting your own event.

OUTSIDE EVENTS & MAIN SHOWS – GENERAL CARE OF PERSONAL PROPERTY

All members' personal property and uniform (t-shirts, hoodies, electronic items, etc.) are the responsibility of the individual and not LHMTTC. If any items go missing during an outside event or main show, then every effort will be made to locate them. However, if they cannot be found, then LHMTTC will not accept any liability. Lost items of LHMTTC clothing will need to be replaced at the members' expense.

NOTES FOR PARENTS/CARERS/SUPPORT WORKERS

When your child/charge is taking part in workshops or outside events, the LHMTTC Volunteer Chaperones have a duty of care towards everyone, regardless of age, or ability. Therefore:

- Every cast member will be ticked in and out of each session on our register.
- No child under 16 is allowed to leave the workshop premises without Adult supervision – this is for everyone’s safety.
- No child under 16 or vulnerable adult will be allowed to go off on their own between main shows. Due to the time constraints between shows where food is made available, we would prefer that they remain in the building.
- Please do not bring food to the Stage Door for your child(ren)/Under 16(s) to consume between the shows, unless it is a packed lunch/tea. (*Please refer to the section entitled ‘Food during outside events and main shows’, on page 7*)
- No child under 16 or vulnerable adult will be allowed to go off on their own unless chaperoned during the breaks between performances at outside events, as this will invalidate our public liability insurance.
- No single member under 16 is allowed to be supervised by a lone Matron/Chaperone - a second Matron/Chaperone’s presence is required at all times.
- All children under 16 will have a performance licence which is required by law, so please make sure you have filled in the relevant paperwork when asked to do so.
- **Please do not let your child(ren) or charges attend workshops or rehearsals if they have symptoms of sickness and diarrhoea, or any contractible illness. PLEASE CONTACT US TO DISCUSS AS SOON AS POSSIBLE.**

MEDICATION

All Medication (including inhalers) should be clearly labelled. The responsibility of administering any medication remains with Parents/Carers. However, if Parents/Carers wish our Chaperones to administer medicines (in case they cannot be contacted) then clear instructions, together with written permission will be required. **Please note – LHMTC volunteers are not qualified to administer injections. If child(ren) require such medication, then Parents/Carers need to make provisions to administer these themselves**

PHOTOGRAPHS/FILMING - WORKSHOPS

- From time to time, we take photographs and record videos of workshops. We do this to monitor progress and to assess whether a piece of work can potentially be used in a future production. LHMTC also has the written consent on membership forms to do this, unless there is a specific request that we do not do so.
- Although LHMTC holds its workshops in a public building, we regard the workshops as private, due to the fact that members pay a fee to attend. Also, from time to time, the work/subject matter may be personal or sensitive in nature, which is not something we wish the general public to have access to. LHMTC also respect the right to an individual’s privacy and the right to self-expression during workshops.
- **NO UNAUTHORISED PHOTOGRAPHY OR VIDEO RECORDING IS PERMITTED BY ANYONE EXCEPT THE PERSONNEL RUNNING THE WORKSHOPS, WITH THE USE OF LHMTC EQUIPMENT. IN ADDITION, IF AN OFFICIAL PHOTOGRAPHER OR FILM CREW HAS BEEN ASKED TO ATTEND, THEY WILL HAVE FIRST SOUGHT THE PERMISSION/CLEARANCE FROM LHMTC TRUSTEES TO FILM/PHOTOGRAPH AND TO USE THEIR OWN PROFESSIONAL EQUIPMENT.**

PHOTOGRAPHS/FILMING – OUTSIDE EVENTS/PERFORMANCES

- During outside events (fetes, etc.) we do have official photographers and filming. However, we do appreciate that during outside events there will be members of the public taking photographs and video recordings and as these are in a public place, the law states that LHMTC cannot do anything about this – even though there may

be certain members who have requested that they not be filmed/photographed. Unfortunately, this means that certain individuals will not be allowed to take part. Public performances within buildings do however, have their own restrictions on photography and filming in place, which should be adhered to.

VOLUNTEERING (OVER 18S ONLY)

We always welcome volunteers to help at both workshops and in shows. Whilst it is not compulsory, volunteers normally contribute subs to the group; all monies go straight back into the organisation. All our regular volunteers have DBS checks. All prospective volunteers will need to complete a DBS, an LHMTTC Volunteer Application form and attend a formal interview. Please contact the Trustees via our email address for more information.

Our Risk Assessment document for the rehearsal venue is available to view on the administration desk during workshops/rehearsals.

**Thank you for joining Lavender Hill Mob Theatre Company.
We hope you will enjoy your time with us.**