



The Barron Theatre

in partnership with the Mermaids Performing Arts Fund

External Venue Set Policy

Policy Name

External Venue Set Policy

Applies To

All set builders

Effective Date

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Author

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Administrator

Set and Props Officer, Mermaids (merprops@)

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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;
a Facilitated Show	a show funded, provided resources, or provided building facilities by The Mermaids Performing Arts Fund
the Target Venue	The venue in which a Facilitated Show is taking place

2. SCOPE

2.1 This policy covers all set produced by a Facilitated Show being sent to an external venue (any show venue other than the Barron Theatre)

3. TERMS

3.1 All set can be rejected, at any time, during the course of a production by the Set and Props Officer or the Mermaids Technical Officer (or to any persons to which they have granted authority)

3.2 Any rejected set can be requested to be removed from the Target Venue, at the expense of the Facilitated Show

3.3 All set pieces made of breakable materials must be wrapped in protective materials, at the expense of the Facilitated Show, to remove shard risk on stage in the event of a break

3.4 All flammable materials must be treated with suitable flame retardants, tested to suitable standards

3.5 All set pieces must be structurally stable before entering the Target Venue

3.6 All set pieces must be fully completed before leaving the Barron Workshop. Only basic joining should be required, at most, in the Target Venue, unless approved by the Set and Props Officer in writing

3.7 The Target Venue reserves the right to reject any set pieces, under the authority of the Set and Props Officer, on the grounds of

- 3.7.1 Health and Safety Concerns
- 3.7.2 Incomplete Construction
- 3.7.3 Size
- 3.7.4 Structural Integrity
- 3.7.5 Any other reason upon written approval of the Set and Props Officer
- 3.8 A get and get out plan must be organised and shown to the Set and Props Officer up to 24 hours before the planned get in
- 3.9 All get in and get out plans must contain suitable transport arrangement for set pieces, following any relevant rules set out by any of the following groups:
 - 3.9.1 Local Authorities;
 - 3.9.2 St Andrews Students Association;
 - 3.9.3 Mermaids Performing Arts Fund;
 - 3.9.4 The Barron Theatre;
 - 3.9.5 The Byre Theatre;
 - 3.9.6 The Mermaids Technical Officer;
 - 3.9.7 The Mermaids Set and Props Officer
- 3.10 The Set and Props Officer reserves the right to impose additional set restrictions on a per-show basis

4. EXPLICIT GRANTS

- 4.1 The Set and Props Officer grants authority to the following groups to reject set under their authority
 - 4.1.1 The Byre Technical Staff
 - 4.1.2 The ENTs Crew