

Cooperative Association to Support Theatre asbl
73 rue Waelhem,
1030 Brussels

Account no. 210-0995082-11



Founded 1994

GUIDELINES FOR USE OF THE WAREHOUSE

BOOKINGS

All rehearsal and performance spaces should be booked in advance, by both CAST and external groups, using the www.theatreinbrussels.com website.

First, consult the bookings calendar available on the website (link to **Room bookings** on the www.theatreinbrussels.com) to see what has already been booked, and when.

Then, send an e-mail to cast.bookings@gmail.com indicating your request. Please give dates, times, name of production.

Note that even if performance dates in the Studio have been agreed by ACTS, they must be booked by the production – they will not be automatically booked on the calendar.

Productions with performances in the Studio have the right to book the Studio exclusively for one week before opening night. Before that, the Studio should be available for rehearsal, on a first-come/first-serve booking basis, for any group wishing to rehearse there.

NB: Paper copies of the calendar will NO LONGER BE POSTED in the Warehouse. If in doubt, check online.

IF YOU CANCEL A REHEARSAL, PLEASE INFORM CAST.BOOKINGS AS SOON AS POSSIBLE, ESPECIALLY DURING TIMES WHEN THE WAREHOUSE IS HEAVILY IN USE

External groups are required to book Workshop space for set construction in advance with the Workshop Managers, Roisin Dore and Kevin Brennan. CAST groups wishing to use the Workshop don't have to book, but they are requested to indicate to Roisin & Kevin the likely size of their set. When you want to use the Workshop please e-mail castworkshop@yahoo.co.uk to check availability. Fees for all external bookings will be communicated, along with the standard contract, when the booking is requested. Usually payment in full, along with a 250 - 500 euro damage deposit (depending on the nature of the rental), is required for all bookings.

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REHEARSAL GUIDELINES

In general, those using rehearsal spaces, whether the Bar Room or Back Room in the Warehouse, or the Studio for rehearsal purposes, should leave them with consideration for whoever is next booked in the space. In practice this means:

Always storing all labeled props and furniture to one side of the room if another production will be using the room next. Labels should include the name of the production, and performance dates.

Cleaning up cups, food, etc., and leaving nothing out that might attract rats!

Turning radiators in the Warehouse rooms down to 1, and the thermostat above the sink in the Bar Room down to 10;

Turning any space heating in the Studio completely off.

Turning off all lights. This includes the courtyard lights.

Checking that both Warehouse doors are locked.

In icy weather, Warehouse users should be aware that there is salt available for the pavement in front of the Studio street door.

NB The three to four small black tables found in rehearsal rooms and the Studio are provided for “work” purposes; these are NOT to be used as permanent parts of a set. There should be at least one black table available in the Studio, in the Bar Room and in the Back Room at all times.

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SPECIFIC GUIDELINES

WAREHOUSE REHEARSAL ROOMS

The water heater above the sink in the Bar Room should be turned off after rehearsals.

IT IS ESPECIALLY IMPORTANT THAT THE REHEARSAL ROOMS BE LEFT CLEAR BEFORE THE FRIDAY MORNING CLEANING ... I.E. ON THURSDAY OR WEDNESDAY EVENING THEY SHOULD BE CLEARED AWAY.

At the end of rehearsals, those last to go should ensure a) that the toilets are not running; b) that the **fire doors between the Workshop and the Committee Room** are closed; c) that the courtyard lights are all turned off.

STUDIO

As in the Warehouse rehearsal rooms, when used for rehearsal, the Studio should be left clear for the next users: props and furniture labelled and stored to one side if necessary.

Lights in the Studio to be turned off include those in the toilets, stairs, dressing room and bar area, as well as the working lights in the Studio itself.

The doors from the Studio to the staircase, and from the dressing room to the staircase, should be bolted. Windows should be closed and locked.

If it has been opened, the Studio street door should be closed/locked.

Space heaters all be turned off.

The fridge should be left plugged in (thermostat turned down to lowest level when not in constant use during a run) so that it doesn't get mildew inside.

Sound and light equipment should all be returned to the lighting cupboard and the lighting cupboard key should be returned to its hiding place (to be explained verbally).

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PROPS AND FURNITURE FOR REHEARSAL AND PERFORMANCE

The three to four small black tables found in rehearsal rooms and the Studio are provided for “work” purposes; these are NOT to be used as permanent parts of a set. There should be at least one black table available in the Studio, the Bar Room and the Back Room at all times.

Furniture for use in both rehearsal and productions is stored in the cellar and, for upholstered furniture, in the Committee Room. Props are available in the attic. Every production is free to “reserve” pieces of furniture or props for specific dates, notably by labelling the relevant items with name & date to be used; but if another production wishes to use something that has been reserved before those specific dates, flexibility and generosity should come into play. On the other hand, taking items that have been reserved by another production without getting permission could be subject to sanctions. External groups can reserve items but CAST groups will always have priority. Specific guidelines regarding the use of the Workshop will be available separately; but it should already be noted that if a piece of a set that has been constructed for a specific show is NOT to be altered for a subsequent show, this should be clearly indicated in a label on that piece. As with reserved furniture, a piece of set altered without permission could be subject to sanctions.

CAST April 2013