



## ***INFORMATION***

The purpose of this document is to inform members of Parish Players, both existing and new, of the guidelines decided on behalf of the membership by the Committee, in order to avoid confusion and maintain consistency of arrangements from production to production.

### **TIMING OF MEETINGS:**

Parish Players book and pay for the Church Hall from 7.45pm to 10.30pm on a Tuesday evening, together with bookings on a Sunday afternoon (near to show dates) from 1.00pm to 6.00pm. The Brownies book the hall up to 7.45pm on a Tuesday prior to our booking. You should arrive in time to start promptly at 7.45pm however, out of courtesy, please wait in the corridor until the Brownies have vacated the Hall. It is particularly important that the younger members of Parish Players inform their parents/guardians of these timings.

It is the member's responsibility to make their own way to and from the Church Hall. Younger members must take individual responsibility for ensuring they have informed their parents/guardians of how they will get home after rehearsals and make arrangements with them accordingly. Parents/guardians are most welcome to sit in the hall whilst waiting for the end of a rehearsal (having regard for the timings outlined above).

A member of the Committee (which includes the current production's Director) will remain in the hall until all under 16 members have left the building.

**Please note: For all members under 16, a parent/guardian must sign the membership form and return it to any Committee Member, signifying their understanding and acceptance of the under 16-year-old's membership of the group.**

### **SUBSCRIPTIONS:**

These are payable by everyone who wishes to join the group whether as an acting or backstage member and they are renewable annually - it is not dependent on whether an individual is appearing in or involved with a particular show.

The level of subscriptions is debated each year at the AGM and agreement reached in that forum as to the level of the following year's subscription.

### **CAST NUMBERS:**

For health and safety reasons, the maximum number for the cast of any show is 35 (this is the total cast number, not simply how many can be on the stage at any one time). If the Director of a show has any reason to require more than 35 in the cast, he/she must come to the Committee first for approval, prior to finalising casting.

### **MEMBERSHIP AGE:**

Broadly speaking, the minimum age for membership is 13, but individuals may join in the academic year in which they will be 13. There is no maximum age!

In a pantomime, “littlies” are to be aged 7 and under at the time of the show in which they are appearing. They are chosen by the Director of the show but must be the immediate family (ie children, grandchildren, brothers and sisters) of fully paid up members of Parish Players.

### **PRIORITY BOOKING:**

All tickets for Parish Players productions are booked via our online booking system. Any member of Parish Players who has paid their subscription is entitled to priority when booking tickets. The online Box Office will be made available to members for 2 weeks prior to opening it to the general public. An email will be sent to members with a link to the box office for each production. It is members responsibility to ensure that they have given an up to date email address.

If there is a price reduction for “children” (eg at a pantomime matinee), children are deemed to be under 12 years of age.

### **MISCELLANEOUS:**

*Props:* If a member lends props or costumes for use in a production, it must be noted that Parish Players are not responsible for loss or damage to the item/s lent.

*Smoking:* It is not permitted to smoke anywhere in the Church Hall - the Hall authorities have deemed this to be a no smoking building. As for Parish Players specifically, it is absolutely forbidden to smoke backstage or in the dressing rooms during a show.

*Scripts:* It is usual for people to pay for their own scripts (under 16s and concessions currently pay reduced rate).

*Noise:* Members are expected to arrive and leave the hall promptly and quietly, showing consideration to the local residents. There should be no congregating outside the hall during rehearsal times.

*Refreshments:* At rehearsals, members are expected to pay for their own tea/coffee/squash. The charges for this are 20p per cup including one biscuit! It is expected that members wash up, dry and put away in the appropriate cupboard their own cup.

During a show, there is to be no alcohol consumed anywhere backstage or in the dressing rooms.

*Contact Number:* If you have any queries or need any further information, please contact:

email: [ppmembers@hotmail.co.uk](mailto:ppmembers@hotmail.co.uk)

#### *Other Useful Numbers:*

Chair of Committee, Maggi Chick on 020 8540 7424

Secretary, Richard Warner on 07742 515252

Treasurer, Peter Smith on 020 8879 0076.