

## **DRAÍOCHT**

### **Rules and Regulations**

Please see below outlines and guidance for your visit to Draíocht. It is recommended that all companies visiting Draíocht make themselves familiar with the guidelines below. Please contact the Production Manager to discuss any queries.

#### **General**

1. Times and details of get-in/fit-up and technical requirements should be notified to the Production Manager at least two weeks prior to the company's arrival at the Theatre. Please refer to your contract if in doubt.
2. Should you require Lighting Plans, Stage plans or Technical specifications, these are available from the Production Manager, Draíocht, Blanchardstown Centre, Dublin 15.  
t: +353 1 809 8025  
e: dylan@draiocht.ie
3. On first arrival at the Theatre, production & show staff should use the main entrance and contact the Production Manager or Technical Stage Manager. If in any doubt you should make yourself known at Box Office. Subsequently, all cast and crew should enter by the main entrance and make themselves known to box office staff before proceeding backstage.
4. If for any unforeseen reason you are late or held up, we would request you contact the theatre as soon as is possible and inform us of this lateness.
5. The standard time for accessing the space hired during the run of a show is two hours (2hrs) before your show start time. This time is for all cast & crew and fixed unless agreed with the Production Manager in advance. If you arrive before the agreed allotted time for your get-in/show set up, you will not be able to gain entry to the theatre or studio until this time.
6. We ask that all children under the age of sixteen are off the premises as soon as possible after the performance or by 11.30pm at the latest should the performance run more than two and a half hours.
7. Any external company using Draíocht facilities for productions that include children as part of the cast must read and adhere to Draíochts Child Protection policy (available online and in box office).
8. No food or drink is permitted in the studio and main space.
9. External company crew members must be garda vetted if their work consists mainly of the person having access to or contact with children or vulnerable persons.
10. External companies using Draíocht facilities for productions that include children as part of the cast must have a Designated Liaison Person.
11. External companies using Draíocht facilities for productions that include children as part of the cast cannot have crew members with unresolved child protection issues or any child protection issues of concern.
12. Parking is strictly prohibited at the side of the building. Please note this is also strictly a pedestrianised area. Please use the public car parks provided
13. There is no loading bay at the front of the building. Please note these spaces are for disabled drivers only and are not monitored or controlled by Draíocht. Draíocht will not be responsible for any person who is clamped while parking in a disabled space without an official disabled driver sticker.
14. Parties cannot be facilitated on Draíocht's premises.
15. The Promoter and the Producer shall respectively effect and maintain adequate insurance policies to cover statutory and other legal responsibilities including cover against all risks in respect of their respective employees. The producer must have adequate public liability and employers' liability

insurance cover. Please note that the following are not covered by Draiocht insurance policy: equipment, props, set, costumes and personal belongs and Draiocht will not accept any liability for loss or damage to these items.

16. Dressing rooms and green room must be left as they were found. Draiocht will empty 1 black bin bags of rubbish per dressing room **per day**. Any excess rubbish/mess left behind by the company will incur a minimum surcharge of €25.

## **Staffing**

As per your contract signed, you will have one house technician for the duration of your fit up, show and get out. There will always be a Draiocht house technician present whenever you are resident in the theatre or studio space. Any staff separate to the above must be negotiated with the Production Manager or the Director in advance of your show and may incur cost.

It is the company's responsibility to have proper and adequate numbers of competent crew in order to facilitate the safe and sensible fit up of your show. Said crew must be competent for the intended work and have knowledge of the area in which they are booked to work; this should be reflected in your health & safety documentation and work schedules.

Please do not include Draiocht technical staff in your crewing schedule.

We do not provide technical operators for your show. This includes the provision of sound engineering, lighting operation, flying ops etc. for your production. If you require operators for your show, please inform Draiocht production manager in advance of your show. Any and all costs for supplying operators will be passed onto the company.

We do not provide a lighting design service as part of the contract. If you require a lighting design and/or a specific set of looks for your show, it is advised you contract a third party for this service. Draiocht is not in a position to facilitate lighting design for shows.

Please also see the following clause from the contract you will have received at the time of booking:  
*The Promoter shall provide the theatre, together with all technical equipment as normally installed and all heating and lighting as normally available. We supply one in house technician as support for your production unless otherwise noted in this document. Draiocht's Technical Staff should not form part of your staffing requirements and are intended to provide support only. Should you require lighting, sound or any other technical operators, please note that they carry an extra charge. Please contact the Director of Draiocht or the Production Manager to discuss.*

*It is the Producers responsibility to ensure that their show is staffed adequately with appropriately trained & skilled staff and in due consideration to time management and health & safety demands. Should Draiocht's Production Manager deem that the staffing provided by the producer is neither adequate in suitable numbers or skill requirements, it is the Production Managers discretion to hire extra staff. Any and all such staff will be charged on to the producer. Extra staff will be charged at €20 per hour per person with a minimum call of four (4) hours. These person(s) are separate to the need for show operators and intended to aid in staging your production in a safe manner. Any hiring would be done in consultation with the producer but the decision of Draiocht's Production Manager is final.*

## **House Duties:**

Please see a list below of duties and expectations from the house technician provided.

### **Get - In**

- To assist your crew with the load in to the venue of any sets, props or technical equipment that you may be bringing with the show. Including the set-up of risers etc.
- To assist your crew with the rigging, programming, plotting and focus of lighting equipment.
- To assist your crew with the set-up of sound equipment.
- To assist your crew with the set-up of projection equipment (DVD's, Laptop's etc.) through our house projector.
- To set up communication systems for use by your crew throughout the run.

- Any other reasonable technical assistance required by your crew for the successful operation of your show.

### **Show**

- To respond to any fire activations that may occur during the show
- To be on hand in advance of the show start to complete final checks and to assist to troubleshoot any last minute issues.
- To liaise between your crew and Draíocht Front of House team to ensure doors open and to layout plans for latecomers or any particular fire and evacuation procedures particular to your group
- To issue 'Clearance' to your technical crew to start the show
- To play a fire safety announcement at the beginning of the show
- To be contactable throughout the show to assist to troubleshoot any issues that may arise with technical equipment
- To assist with any turnaround activity taking place during the interval and in particular to operate house equipment during interval turnarounds
- To be on hand to respond to any building issues that may arise during show

### **Get- Out**

- To assist your crew with the de-rig of equipment and load into your vehicle after the show
- To return the venue to its default set up (e.g. masking layout etc.) in preparation for the next company.
- To check the venue for damage or missing equipment and to advise same to the venue Production Manager and/or the Director.

### **Get-Out**

The get out for the show will always take place immediately after the final performance unless prior arrangements have being made in advance with the Production Manager. Said get out should include the removal of all your props, costumes and all other elements of the show. You will be expected to de-rig all lighting for your show unless discussed in advance with the Production Manager.

With regard to staffing, you will have 1no. House technician to assist with your get out and return the venue to its standard layout. Please schedule your crewing accordingly. If you hire any equipment, it is your responsibility to pack the items away and ensure that they are returned to whomever supplied said equipment.

### **Camera & Video Recording**

We, respectively, ask that the company booking Draíocht pass on the following information to any prospective recorders of the show. While we will always strive to accommodate requests and be helpful, the positioning of cameras for recording is restricted in both auditoriums. The safety and comfort of the audience members is paramount and both the company & archivist should be aware of this. Please contact Draíocht Production Manager to discuss your requirements.

- Please inform Draíocht's Production Manager in advance of show going on sale with regard to intended videoing of the performance. We need to reserve seats (minimum of 2) in order to allow the recording to take place.
- The safety of the audience is paramount and this forms a huge factor in deciding the final positions of camera operators.
- Actual places to position a camera or similar are limited in both auditoriums and are fixed. These seats are sold unless we are otherwise informed by the company.
- It is the company's responsibility to ensure that adequate notice for this to happen is given to Draíocht.
- The use of flash photography is not permitted during a performance.
- It is not permitted to block a row of seats, to film in the aisles or to enter a row to get a shot.
- It is also not permitted to block or hinder any exit route from the auditorium.
- The decision of Draíocht technical staff is final in this matter and refusal to listen to common sense may result in denial of permission for the recording to proceed.

### **Backstage**

1. Your contract, unless otherwise indicated, only allows the use of the following dressing rooms:
  - Theatre: Three rooms at ground floor adjacent to the main stage.

- Studio: Two rooms on the 1st floor adjacent to the studio stage.
- The Green Room, located upstairs on the 1st floor, is for the use of both companies occupying the spaces and is intended as a communal area.

Please refer to the Draíocht Technical Specification for the respective limits & sizes of the rooms noted. These limits are non-negotiable and are for the safety of all. The maximum number of people permitted backstage is 100. This number encompasses all members of the production (not just cast!) and can only be accommodated with access to the full contingent of dressing rooms. Any need of an additional dressing room must be arranged with the Director prior to your arrival.

- It is not permitted to consume food and drinks of any kind in the Auditorium, Studio, Control Room, Stage or Backstage Areas. Please use the Green Room for refreshments.
- A Green Room is provided for your use, please ensure it is maintained and kept in a condition that you would wish to find it on your arrival. As the green room is a communal area we would ask that every effort be made to maintain a reasonable standard of cleanliness for the duration of your stay.
- All dressing rooms and the green room should be clean and presentable on your arrival. If bins need to be emptied or toilets need attention during your stay please contact a member of staff. For security reasons cleaning staff will not enter dressing rooms for the duration of your stay. Please leave toilets, showers, dressing rooms and green room as you would like to find them.
- We recommend that items of value (jewellery, watches, wallets, mobile phones etc) are not left unattended; Draíocht will not be responsible for items lost or stolen from the premises. Dressing rooms will be locked after the performance, please remove anything that you need to take home with you before leaving for the bar area.
- Children who are performing in your show must be supervised at all times. Said supervision must include adequate and proper levels of supervision. We refer you to Draíocht's Child Welfare policy document which is available online and the copy held at the Box Office. Supervision levels must come within the guidelines and within the maximum limit permitted backstage.
- Please note that any and all set, props, costumes & equipment belonging to the show & company are stored at the company's risk and are not covered by Draíocht's insurance policy and Draíocht will not accept any liability for loss and/or damage to these items.
- Any excess rubbish left behind by the company will incur a surcharge of €25. This is to facilitate the excess that Draíocht is charged to dispose of said rubbish.

## Technical

### Scenic elements

1. The construction and painting of sets and scenery must be completed prior to arrival at Theatre. By prior arrangement some minor alterations may be permitted.
2. **All settings, materials shall comply with all current flame retardant standards.**
3. **Painting is not permitted on Stage.**
4. Although minor touching up will be allowed providing the stage floor is protected.
5. The use of spray guns is not permitted.
6. The use of gloss or any oil based paints is strictly forbidden and may result in refusal of set into the building.
7. The use of any paint medium with an **acetone base** is strictly prohibited. This includes all spray painting. This will be strictly enforced for the health & safety of all concerned. It is not permissible to use a sprayer in the theatre.
8. Any scenery presented to Draíocht for flying must be of suitable build & structural quality. It is the company's responsibility to ensure their set is of sound & proper construction. If the set elements are not suitable, Draíocht may refuse to fly any and all set pieces. Our decision is final in this matter.
9. All set elements for hanging must be hung with properly rated steel wire rope. If the company is supplying the flying drift and shackles, they must supply certification showing the purchase, service and maintenance history. Failure to do so will result in the refusal to fly or use the drifts and all accessories. This is the visiting company's responsibility and is intended to benefit the safety of all users.

## Lighting elements

1. All lanterns provided by the theatre are fitted with safety bonds and colour frames. Any lanterns used or provided by the visiting company must be fitted with a properly rated safety chain, which must be used at all times. Any colour frames or safety bonds found to be missing at the get-out will be charged to the Company.
2. All portable electrical equipment should have up to date P.A.T. Testing certification and be in good working order.
3. All equipment is to be de-rigged at the end of the show unless otherwise noted by the production manager.
4. Please do not just ask for a pre-rig without discussing the show requirements first. This is a courtesy request. Unless a pre-rig is agreed at contract level, the availability and access of a lighting pre-rig is at the discretion of Draíocht's Production Manager and subject to show schedule. Unless informed otherwise, please expect to de-rig all lighting equipment post show.
5. Any equipment presented for rigging must be suitable for rigging and possess a safety bond. If lanterns presented are not in safe working conditions, we reserve the right to refuse them into the building.

## Health & Safety elements

1. The company should compile and submit a health & safety package for the duration of their visit to Draíocht. This concise package should be made up of the following:
  - Company Health & Safety Statement.
  - Risk Assessments pertaining to the actual work intended.
  - Method Statement pertaining to the actual work intended.This document should be accurate to the intended work and be relevant to the intended tasks undertaken. Please note that your crewing requirements should be reflected in the layout of the tasks intended.
2. The intended use of naked flame, pyrotechnics and flammable material should be notified to the Production Manager prior to arrival. Said notification must be received at least 4 weeks in advance to allow proper time as to seek any clearances needed from the district fire officer. It is your responsibility to provide adequate notice of intention. Failure to give adequate & timely notification may result in permission to use said items being denied. This is the company's responsibility and the decision of Draíocht Production Manager is final.
3. If smoking on stage is required as part of a performance, herbal cigarettes will be permitted. It is not permissible to smoke tobacco based cigarettes. Please inform the Production Manager as soon as possible to discuss. Failure to inform the Production Manager in advance may result in permission being denied. The company must have a risk assessment and fire prevention methods in place prior to contacting the Production Manager. You must notify the at least two weeks in advance of your show dates in Draíocht.
4. Please note that animals (except for guide dogs) are not permitted backstage or in the dressing rooms. The only animals permitted are properly trained performance animals with supervision & rest spaces assigned. Please refer to Draíocht's animal welfare policy. Intended use of any animal during a show must be agreed in advance with the Production Manager and permission is granted at the discretion of Draíocht.
5. There is a safety limit of 100 persons backstage. This limit has being set to reflect the size and spaces available backstage. This limit is non-negotiable and intended to ensure the safety of all. It is not permissible to exceed this limit. The limit covers the use of all the dressing rooms, green room & the studio dressing room. Said limit is to accommodate all crew, cast, guardians, parents & musicians. If you do not have access to these spaces as part of your contract, you must discuss your requirements with the Production Manager and/or The Director prior to the signing of your contract.

## **Projection & Copyright:**

If you are intending to use projection as part of your show, please see below a few notes regarding:

1. Please ensure that your equipment is suitable for the job intended. Please ensure that your laptop is free from malware and that you possess suitable software for the projection playback.
2. Please ensure that you possess copyright for the images or videos you intend showing. It is not permitted to rip images/stills or video clips from copyrighted films/DVD and other media for your show. Downloading copyright media off You Tube and other sources for playback in Draíocht is not permitted. Draíocht will not permit the showing of this media unless proof of copyright is displayed. This is the presenter's responsibility and Draíocht's decision is final in this matter.
3. Please ensure your operators are familiar with your equipment. Do not expect Draíocht's staff to be familiar with equipment that is not belonging to Draíocht. This includes all software and hardware issues too.

**This document is subject to regular review and is intended to act as an informative guide to companies intending to stage a show or similar in Draíocht. If you have any queries or concerns arising from this document, please do not hesitate to contact the following.**

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