**Her Majesty’s Theatre, 17 Lydiard Street St, Ballarat**

***The Management of Her Majesty’s Theatre (City of Ballarat) has asked that we supply the following information to coaches to pass on to all parents and competitors prior to coming to Ballarat. Also please check Her Majesty’s Theatre Rules on our website.***

**DISABLED ACCESS**

A lift is available giving wheelchair access to the Stalls area of the auditorium and to the lower level toilet area.

**BABIES**

Prams, Pushers, Baby capsules and any other child carrying devices are forbidden to be placed in the aisles or standing room areas of the Theatre auditorium. These items must be placed in the designated positions in the Theatre foyer as advised by the Theatre’s Front of House Manager.

Baby capsules may be taken into the auditorium and placed on a spare seat during an unreserved session. During a reserved session it would be necessary to purchase an extra seat if you wish to take a baby capsule into the auditorium. Capsules must not be placed on the floor or in the aisles.

Baby change tables are provided in Male & Female Toilets on the Lower Level. There is a designated breast feeding room that is located backstage on the ground floor near the dressing rooms. Any audience members who wish to use this facility will need to report to the RSSS office and a special pass will be allocated to the mother for 30 minutes to use this facility.

**PROPS**

**ALL** props & costumes, suitcases, boxes and large bags must be brought in and taken out of the Theatre via the back door (stage door) off Lewis Street or the side door in Unicorn Lane off Sturt Street. **NO ACCESS THROUGH THE FRONT DOORS**, entering or leaving.

**MOBILE PHONES**

Mobile phones and pagers must be turned off inside the auditorium and backstage. No photos, video or sound recordings of competition sessions are permitted due to copyright laws. Official videos or DVDs may be arranged through N.L. Harvey & Sons.

**SMOKING**

Smoking is forbidden in all areas of the Theatre.

**FOOD & DRINK**

Bottled water and sweets only may be taken into the auditorium. Any other food, ice-cream or beverages must be consumed in the foyer. No food is permitted in the dressing rooms or backstage corridors. No picnics in the foyer, hallway or tunnel.

**SECURITY**

The Theatre Management does not accept any responsibility for the loss or damage to any property, personal or other, brought onto the Theatre premises. It is acknowledged that there have been incidences of theft of items from Dressing Rooms, and competitors are advised to guard their valuables. For the convenience of competitors the storage of valuables (i.e. wallets and jewellery) may be left at the RSSS Office.

**ACCESS**

Access from the Foyer to the Stage and Dressing Rooms via the Theatre auditorium is not permitted. Similarly, access from the Stage to the Foyer via the auditorium is not permitted. The only exceptions to this rule are by arrangement with and approval of the Theatre Management. Exceptions may include; a) disabled staff or competitors. b) Specific on stage presentations.

**BACKSTAGE**

|  |
| --- |
| **Dressing Room Access HMT**  In the interests of safety of all patrons this year, access to the Dressing Room and backstage area will be RESTRICTED at HMT, throughout ALL Calisthenics sessions. Only authorised people and competitors will be allowed in the backstage door.  Name tags are needed for **ALL** competitors, coaches, helpers. These **names tags MUST be worn at all times** - competitors will be required to wear name tags when not in costume. We recommend that competitors wear name tags on a lanyard which can be easily removed and replaced.  Relatives and friends coming to watch will have to access the theatre via Lydiard Street - They **WILL NOT** be able to take the short cut through the back stage door and tunnel.  The only people permitted to enter the Stage area (including the Green Room) will be:  - authorised RSSS representatives,  - Her Majesty’s Theatre staff,  - competitors, coaches, assistants, cadets,  - people wearing dressing room passes, and  - The Technical crew required for the session in progress.  All these people MUST wear name tags. They will not be allowed in the backstage door without them. (Pin it to your jacket or wear on a lanyard, so that security and theatre techs can easily see who you are and identify the Calisthenic school you belong with.)  Details that must be on the name tag are **Name & Calisthenic Club Name (& Club Logo if possible)**. The only exception to this is competitors who have Club tracksuits with the school logo and their individual name embroidered on the jacket - this can substitute for a name tag but MUST be worn at all times, when out of costume.  These **ID name tags for backstage will need to be made by the Individual Calisthenic Clubs**. Clubs may wish to print out their club logos and create name tags for all authorised people. If Clubs do not do this it is up to each individual to make their own ID name tag.    Eg. Club Name, (Club logo if possible) and full name.  Green and Gold Calisthenic Club  Joan Citizen |

**Footwear**

As a duty of care for Occupational Health and Safety the Royal South Street Society recommends that footwear is worn at all times in the Theatre except in the Green Room or on stage. Please ensure you bring with you a container for shoes to be placed in outside the Green Room.

**Leg Tan**

Competitors’ feet and legs must be covered before entering the Auditorium. Please keep feet off seats and backs of seats.

**Safety**

No running or unruly behaviour will be tolerated in any area of the Theatre. In past years there have been many reported incidences of running between backstage and the Auditorium. If running persists offending clubs will be asked to keep their competitors in the dressing rooms.

**Dressing Rooms**

Decorations are limited to the Dressing room notice boards only. Doors, walls, ceilings, mirrors and corridors must be left unadorned. Adhesive tape, masking tape, gaffer tape and Blu-tac must not be used.

**Pram for Coaches**

Prams or pushers are not permitted backstage with the exception of a nursing mother coach who may place pram or pusher in dressing room only. **No baby is to be left unattended.** Pram must not be left in any other area backstage.

**Electrical Items**

The following items are permitted for use in the dressing rooms provided they carry a current electrical testing tag – Tape & CD Players, hot rollers, hair dryers and ventilators. ***Under no circumstances*** are kettles, urns, heaters, birkos, sandwich makers etc. permitted. **No** lighted candles or the burning of incense.

**EVACUATION PROCEDURE**

In the event that it is necessary to evacuate the building upon the demand of the Technical Operations Manager or the Deputy, all persons backstage must immediately vacate the Theatre via the Stage Door and assemble on the corner of Lewis and Albert Streets, to wait notification that it is safe to re-enter the building. Parents and competitors in the Auditorium please follow the usher’s instructions.

All Clubs must prepare an accurate list of all coaches, assistants, accompanist and competitors to be handed in at the registration Desk on arrival before competition starts.

**PARKING**

Please observe all No Parking, No Standing, and Permit Only, Private Parking, Reserved and Loading Zone signage in Lewis Street at the rear of the Theatre. Be warned, the City of Ballarat Parking Officers will be severe on illegal parking, especially in Loading and No Parking Zones. It is recommended that cars are parked in Albert Street (East Side) and Anderson Street from $4 per day metered.

The Multi-level car park in Dana Street (near Target) operates each day. The times available are 7AM – 7PM Monday – Thursday and alsoSaturday. 7AM – 10:30PM Friday. 10AM – 7PM Sunday. One hour metered street parking is available in the immediate vicinity Monday to Saturday. Sunday is not metered but note time restrictions on signage.