

LEEDS CIVIC ARTS GUILD

CONDITIONS FOR THE USE OF SCENERY, PROPERTIES AND FACILITIES IN THE CARRIAGEWORKS WORKSHOP AND PROPERTIES STORE

- 1) Guild Member should ensure that all paints, brushes, timber, tools and equipment etc are cleared from all working areas leaving them clean and tidy at the end of each working session.
- 2) The sink must be left clean each time it is used.
- 3) All painting and construction work is limited to the allocated areas and all spillages and waste must be disposed of after each working session by the Members responsible.
- 4) Unfinished work must be stacked completely away at the end of each working session and not left for someone else.
- 5) Waste bins must be emptied at the end of each working session and not left for someone else.
- 6) Societies are responsible for the removal of all waste materials and rubbish they have generated. Failure to do so could result in the imposing of financial.
- 7) Any damage to Guild scenery, furniture or properties must be reported immediately to the Carriageworks Workshop Committee and quickly and properly repaired. Work resulting from a failure to comply with these instructions will be charged to the offending Society.
- 8) Trolleys, Hardhats and yellow safety jackets will be provided for when handling furniture and properties to and from the Theatre and in the Town Hall Bridewell.
- 9) Access keys to the Bridewell cells are available from the Carriageworkshops Committee.
- 10) All furniture, properties, tools, paint, brushes, off-cuts, surplus timber and other materials etc cannot under any circumstances, be stored in the Workshop and must be removed to each Societies individual store no later than one week after the show closes.
- 11) Any damaged upholstery, which has been restored and upgraded to meet the Carriageworks safety requirements by Societies, must be made good by those responsible and they must meet all costs.
- 12) Any necessary alterations made to rostra, flats, furniture, equipment, properties can only be made with the permission of the Carriageworkshops Committee and must be returned to their original condition within one week after the alterations are no longer required.
- 13) Fines will be imposed should any of these rules be ignored.

From Leeds Civic Arts Guild Carriageworkshops Committee.
Alan, George, Gerry and Michael