

King's Head Theatre

Protocol If your show requires the following:

- Live Flames - this includes lighters, candles, matches,
- Smoking on stage - This includes Herbal, tobacco and roll ups
- Glass on stage - This includes, bottles, jugs, glasses, vases
- Pyrotechnics on stage - this is anything that explodes
- Weapons - this includes Knives, Guns, baseball bats

Should you require any extra help or have any questions please email bex@kingsheadtheatre.com

Protocol for live flames:

- Written statement (no longer than a paragraph) about the artistic integrity of the reason for using a flame in the show.
- An excerpt of the script where it states that they need to light a flame (If possible)
- A flame plot of where it comes on or is lit, where it travels on the stage and where it is put out.
- A risk assessment that covers the risks of working with the live flame in your show.

We need a minimum of 30 days to get this approved with the council. Please make sure there is enough time to do this.

Protocol for smoking on stage:

- Risk assessment of what you are planning to smoke on stage. This needs to cover how the item is going to be lit and how it is going to be put out
- Any set will need to be flambared
- Written statement (no longer than a paragraph) about the artistic integrity of the reason for using a Cigarette in the show.
- A smoking plot of where the cigarette comes on, where it travels around the space and where it comes off stage.

We need a minimum of 30 days to get this approved with the council. Please make sure there is enough time to do this.

Protocol for Glass on stage:

- Images of the glass objects
- A risk assessment for the glass. This must state what you will do mid show should the glass break and what you will use to clear up the object should it break during the show.

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Protocol for pyrotechnics on stage:

- A full risk assessment of what you are planning to use. This will need to be have all the events of what happens when it goes wrong.
- You will need 1 extra person to be a watcher for when the pyro is happening
- I will need a full break down of the item and how it is used.
- There will need to be a site visit from the council to watch the Pyro in action to determine if it is safe to use in our venue.
- There will need to be a lock box and safe area for the Pyro to be stored
- The Pyro will need to be stored in a fire proof space

Protocol for weapons:

- Photos and measurements of the weapon
- A full risk assessment of the weapon
- A lock box for the weapon to be stored in.
- A plot of where the weapon is used during the performance must be done and signed off by the Theatre Manager. If there are multiple weapons or it is used multiple times there must be a separate plot for every time it is used on stage.
- All Knives must be signed off as safe to use by Theatre Manager
- Firearms must code name must be given to the item when in the building
- A fight call must be done when firearm is being used during show.
- All firearms need to be approved by the council before use.