

**W  
H  
T** **LIMELIGHT  
THEATRE**  
• civic drive • wanneroo •

BY LAWS

WANNEROO REPERTORY INC.  
BY LAWS

Address .....	3
After Show Party .....	3
Alcohol .....	3
Awards .....	3
Backstage and Green Room Access .....	3
Bar Access .....	3
Bar Bills/Tabs.....	3
Budgets .....	3
Cards For Members.....	3
Complimentary tickets.....	3
Members .....	3
Non-members .....	4
Adjudicators .....	4
Curtain Calls .....	4
Directors.....	4
Disruptive Behaviour.....	4
Drama Festival Plays .....	4
Eligibility to Vote .....	4
Emergency Evacuation Drill .....	4
Group Bookings.....	4
Hire of the Theatre.....	4
Hire or Loan of Theatre Property.....	5
Wardrobe .....	5
Properties (props) .....	5
Electronic equipment.....	5
Insurance.....	5
Inventory.....	5
Membership.....	5
Minutes .....	5
Nominations for Committee .....	5
Photography, Video and Mobile Devices.....	6
Piano .....	6
Programmes.....	6
Safety Chains.....	6
Scripts.....	6
Season Submissions .....	6
Set Striking .....	6
Smoking.....	6

## Address

The official address is PO Box 77, Wanneroo 6946.  
All correspondence to be directed to this address unless otherwise advised.

## After Show Party

The club will contribute \$100 to \$200 towards purchasing food for the final night of a production.  
The Director is to arrange with the front of house manager to order the food.

## Alcohol

It is an offence under the Liquor Control Act to bring alcohol on to licensed premises, and an offence to drink alcohol in non-licensed areas. Breaches of this nature could result in the theatre losing its licence. The theatre's licence covers the foyer and paved area in front of the theatre only. Front of House staff should check patrons as they re-enter the auditorium after interval.

## Awards

The Awards Night is a celebratory occasion of the year's productions. It is an annual event at which awards and life memberships (if any deemed appropriate that year) are presented. The format of the night will be decided by the committee each year. Every 5 years a special celebration will be organised.

## Backstage and Green Room Access

During production week and performances, only cast and crew are authorised to be backstage or in the green room. All others are unauthorised.

## Bar Access

Only rostered Front of House staff and committee members are allowed behind the bar, unless requested to assist by the duty bar manager.

## Bar Bills/Tabs

No credit is allowed.

## Budgets

All directors are required to present a budget estimation to the committee for approval, if over the allocated amounts of \$1800 for a play or \$6000 for a musical, prior to purchase of any items for the production. This will avoid any unnecessary expenditure on items that may be obtained from our own resources or other clubs. All items of expenditure must be documented.

## Cards For Members

A greeting card will be sent by the club secretary or other appropriate committee member, to our members or friends in time of illness or other circumstances.

## Complimentary tickets

### Members

- Each member who is involved as cast or crew (including musicians) in a production is entitled to one (1) complimentary ticket to that production.

- Members who volunteer for the bar a minimum of two nights (for the same production), are also entitled to one (1) complimentary ticket to that production.
- Members who volunteer as part of the theatre maintenance crew and the committee members are entitled to one (1) complimentary ticket to each Wanneroo Rep production.

#### Non-members

- Non-members are not entitled to complimentary tickets.

#### Adjudicators

- Finley Award adjudicators are entitled to two (2) complimentary tickets for each Wanneroo Rep production.
- Wanneroo Rep adjudicators are entitled to two (2) complimentary tickets for each Wanneroo Rep production.

#### Curtain Calls

All curtain calls are to be rehearsed.

#### Directors

Once a director has been allocated a season, they will be invited to a committee meeting, prior to auditions, to discuss production guidelines, budget details and Director's Kit.

#### Disruptive Behaviour

Front of House staff are authorised to ask noisy, disruptive, or intoxicated persons to leave the premises.

#### Drama Festival Plays

The same guidelines apply as in full length plays except that open auditions are not mandatory.

#### Eligibility to Vote

New members of the club must be financial members for at least 3 months before they are eligible to vote at an AGM or other special meeting.

#### Emergency Evacuation Drill

An emergency evacuation drill should be carried out at least once during rehearsals for each production. A Committee representative should ensure that the Stage Manager, Bar Manager and Director are all aware of emergency evacuation procedures.

#### Group Bookings

Group bookings of twenty (20) people or more will be offered a reduced ticket price.

#### Hire of the Theatre

All theatre bookings will be the responsibility of the assigned committee member to the role of Theatre Booking Co-ordinator. Currently (2017/2018) Shelley McGinn, President. Such

bookings will be presented to the committee prior to confirmation and written hire contracts signed by both parties. (refer Insurance, for additional requirements)

### Hire or Loan of Theatre Property

#### Wardrobe

Hire or loan of costumes is permitted at the discretion of the Wardrobe Officer, who will record loaned or hired items in a ledger, which must be signed on collection and return of the items.

#### Properties (props)

Hire or loan of properties is permitted at the discretion of the Properties Officer, who will record loaned or hired items in a ledger, which must be signed on collection and return of the items.

#### Electronic equipment

Hire or loan of electronic theatre equipment, such as sound or lighting equipment, must be approved by the committee.

### Insurance

Public liability insurance is the responsibility of any person or group hiring the theatre. A cover note or certificate of insurance must be presented at the time of hiring.

### Inventory

An annual inventory of assets such as costumes, properties, tools and electronic equipment will be conducted, showing the location and value of the assets. This is required by the treasurer prior to 31 December each year.

### Membership

Membership is compulsory for anyone performing on stage. Members under the age of sixteen years are deemed ineligible to vote. New members will receive a membership card, a copy of the current newsletter and a letter of welcome. The membership officer will be present at least once during the rehearsals of each production to collect membership subscriptions.

### Minutes

Minutes are to be circulated to committee members by the week following each meeting. Once accepted as a true and correct record, a copy of the minutes will be placed in the green room for members to view.

### Nominations for Committee

Only those who have been financial members of the club for 2 years or more are entitled to nominate for the management committee. Exceptions may be granted if no 'qualified' person is available.

Only those who have been part of the management committee for a minimum of 2 years shall be eligible to nominate and take the position of President.

## Photography, Video and Mobile Devices

No photography or video recording is permitted by any device during performances. This includes but is not exclusive to: mobile phones, Ipads, cameras of any kind.

## Piano

The Yamaha piano should only be used for rehearsals and performances. It should be covered after use.

## Programmes

Programmes and posters are the responsibility of the person delegated by the committee or the publicity officer with input from the director. Any special programme costs must be considered and approved by the committee.

## Safety Chains

Lights must always be secured by safety chains. This is the responsibility of the lighting manager, lighting designer and theatre maintenance manager.

## Scripts

Any person with a script, that is the property of the Wanneroo Repertory, is expected to be responsible for its care and return or replacement, should it become damaged or lost.

## Season Submissions

Season submissions should be requested by May 31 and read by August 31. Decisions on the next year's productions will be made at the September committee meeting. Late submissions will be accepted at the discretion of the committee.

## Set Striking

The theatre will be available until 2pm of the day following the final performance for outgoing productions to strike the set and clear the stage. The incoming director may use the theatre on that day at the discretion of the outgoing director.

## Smoking

In accordance with State Government regulations no smoking is allowed, at anytime, anywhere inside the theatre, or within 5 metres of all entrances including back stage entrances/exits.