

Special Effects Policy

WRCH has standard guidelines in line with ADC Theatre policies for the use of the following special effects:

- Mock Firearms
- Naked Flame
- Pyrotechnics
- Smoke, Haze and Dry Ice
- Smoking
- Strobe
- Weapons other than firearms

These guidelines will be made available to all productions upon signature of their contract.

Productions must give as much notice as possible of their intention to make use of any special effects, including but not limited to the effects listed above.

Productions must supply the following information, as stipulated by Cambridge City Council's Licensing Department, **no later than 1 calendar month prior to get-in date**:

- The name of the performing group and contact details for a technical representative who will oversee use of special effects
- The times, dates and durations of performances and any technical and/or dress rehearsals where special effects will be tested/used
- Full details of what effects will be used, specific equipment (brand/model if applicable), how long they will be used for if relevant (eg if using haze, how long the hazer will be switched on)
- A full risk assessment for special effects, taking into account the conditions in the relevant WRCH Special Effects Guidelines if appropriate

The risk assessment will be reviewed by the Concert Hall Manager/Assistant Concert Hall Manager/Custodian(s) as appropriate, and may be sent back to the production for amendment as required. The Cambridge City Council Licensing Department may also be consulted.

Productions must supply the final version of their risk assessment, incorporating any necessary amendments, **no later than seven days before the beginning of the hire period**. Permission will not otherwise be granted for the use of special effects.

Once a full production risk assessment, including any sections on special effects, has been completed to the satisfaction of WRCH (and, where appropriate, the City Council), a standard signoff sheet will be appended to it and signed by the technical representative of the production and a member of WRCH management.