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 ABN 26 909 421 858

## Venue and Safety Information for School Groups

**Venue:** New Theatre  
**Company Name:** New Theatre (Sydney) Incorporated  
**Location:** 542 King Street Newtown NSW 2042  
**Admin Phone:** 02 9519 3403  
**Email:** [mail@newtheatre.org.au](mailto:mail@newtheatre.org.au)  
**Website address:** [www.newtheatre.org.au](http://www.newtheatre.org.au)  
**Insurance Cover:** Public Liability Insurance is maintained  
**Contact:** Alice Livingstone – Acting/Theatre Manager – [manager@newtheatre.org.au](mailto:manager@newtheatre.org.au)

Activity	Recommended age group/fitness level/prerequisite skill	Staff accreditation/competence	Potential Risks	Control Strategies
Attend theatrical performance of plays	Secondary School students Fitness N/A Prerequisites N/A	Box office and bar staff are trained in audience management by New Theatre  Bar staff are Responsible Service of Alcohol accredited  Actors and crew are qualified and trained in professional production management at tertiary institutions and on site at theatre venues	Stairs to auditorium  Availability of alcohol for sale  Use of stobe lighting, theatrical haze and loud sound effects  Adult themes, strong language, smoking on stage, violence and other content of concern  Fire	Theatre staff supervise entry to the auditorium, and stairs have appropriate safety lighting  Bar staff are Responsible Service of Alcohol accredited  Signage warns of these when they are in the production and schools will receive advance warning  Signage warns of these when they are in the production and schools will receive advance warning  Appropriate permits are held, and fire safety equipment and evacuation procedures are in place. When naked flame is used on stage a permit is obtained and costumes and set are treated with fire retardant

<b>Equipment</b> List any equipment including personal protective equipment to be provided for use during the activity	N/A
<b>Other</b> Where relevant, list other requirements such as clothing or sunscreen	N/A
<b>Supervision/services</b> List services provided by venue staff including briefings, guided tours, supervision of activities etc	N/A
<b>Access</b> Are access to and egress from the premises safe and without risk to health? Is the venue wheelchair accessible? Are disabled toilets available?	Yes Yes (2 spaces available at rear of auditorium) Yes
<b>Emergencies</b> Are emergency procedures in place in the venue? Are staff trained to deal with emergency situations?	Yes Yes
<b>Construction/Maintenance/Repair</b> Are licensed personnel used for all construction, maintenance and repair work?	Yes

### **Please be seated five minutes before the show**

Once the performance has commenced, it is likely there will be a lock-out period and late comers will be only be escorted into the auditorium at a suitable break in the performance. This may mean missing a portion of the first scene.

### **Food and drinks**

Food and drinks purchased from the bar are permitted into the auditorium. Please make an effort to keep noise to a minimum and ensure you take all your rubbish with you on leaving the theatre. Bins are located in the foyer for your convenience. Food and drinks purchased outside the theatre are not permitted into the auditorium.

### **Seating**

Please do not place your feet on the seat in front of you and we ask that you always walk to the end of the row rather than jumping over seats.

### **Please turn off all electronic devices**

Please ensure that all mobile phones, laptops and tablets are switched off; they should neither be heard nor seen in the auditorium. The use of recording devices and taking of photographs or filming a performance are also strictly prohibited.

### **Save discussion for after the show**

Please keep talking during the show to an absolute minimum; any noise can be very distracting to other audience members and the performers. We encourage discussion about the play, but ask that you save it for the interval or after the show.