

## HORNCASTLE THEATRE COMPANY HOSPITALITY POLICY

### 1. GENERAL

- 1.1. Access to food and drink at Company events is a privilege which should not be abused. It is the responsibility of everyone to respect fellow members, keep communal areas clean, and use common sense and generosity in interpreting this policy.
- 1.2. The company will provide basic refreshments in the ticket office and green room for rehearsals – tea bags, instant coffee, milk and sugar.
- 1.3. Filter coffee will be provided back stage during tech and dress rehearsals, and performances.
- 1.4. Company funds shall not be used for the purchase of alcoholic beverages without the special permission of the Committee.

### 2. EVENT BUDGETS

- 2.1. The Social Secretary shall hold a small amount of petty cash for the purchase of light refreshments (biscuits, tea and coffee) by themselves or another host for play readings. The amount to be agreed with the Committee. This is currently set at £10 per reading.
- 2.2. The Committee has agreed the Social Secretary may expense up to £100 for other significant social events, including after show parties. Higher expenditure should be specially agreed with the Committee.

### 3. AFTER SHOW PARTIES

- 3.1. The Company will sponsor an after-show event to thank cast, crew and others for their hard work. This event shall be open to family, friends and non-members.
- 3.2. After show events shall be organised by the social secretary (or their subcommittee) in collaboration with the director and production team.
- 3.3. After show events will usually, but need not, take place in the evening immediately after the last production date.
- 3.4. Leftover food returned to the theatre to be consumed at set break where appropriate, with due attention to use-by dates and food hygiene, is consumed at members and volunteers' own risk.

### 4. REPLENISHING STOCKS; REMOVING EXPIRED ITEMS; CLEANLINESS

- 4.1. During performances, rehearsals, and other events, stocks of basic refreshments (listed above) may run out and need to be re-stocked.
- 4.2. There may also be items such as milk left at the end of a production run or event which need to be removed to avoid them going off if the theatre is not to be used for a while.
- 4.3. Cups and glasses must be washed and put away on the day they are used, including after each performance, and any messes cleaned up in the ticket office, dressing room or Green Room.
- 4.4. The Green Room fridge must be left clean and hygienic at all times, and particularly at the end of each production run when all perishable items like milk should be removed and the fridge cleaned thoroughly.
- 4.5. Bins which become full must be emptied immediately into the correct wheelie bin. All waste and recycling must be bagged.
- 4.6. Ultimate responsibility for these tasks lies with the following:
  - i) During rehearsals, the director or producer.
  - ii) During set builds and working parties, the Production Coordinator or nominated set-build leader.
  - iii) During performances, the stage manager.

- iv) During play readings and other events, the Social Secretary, host or event organiser.
5. ADDITIONAL REFRESHMENTS
    - 5.1. If directors, producers, or organisers of other events, wish to provide additional food and drink items beyond the basic stocks to be maintained in the theatre (such as fresh ground coffee, luxury biscuits, hot food, or cake), it is their responsibility to provide this from their own funds. A contribution may be sought from those taking part.
  6. CHAIRMAN'S GARDEN PARTY
    - 6.1. The Company will usually host a Chairman's Garden Party, between the beginning of May and end of September each year.
    - 6.2. A budget shall be available to the Chairman for the purposes of hosting this event at their home or other agreed location, including providing hot and cold savoury food.
    - 6.3. Traditionally attendees are asked to donate desserts and snacks.
  7. CHRISTMAS DINNER
    - 7.1. The Company will usually host a ticketed winter gathering between the end of November and 6<sup>th</sup> January for members and supporters.
  8. GENERAL PUBLIC
    - 8.1. Ice creams and other snack items may be purchased and sold by the Company during performances and other public events, provided these do not compete with the Red Lion pub.
    - 8.2. Potable water shall be available to the public and members free of charge on request.
    - 8.3. Patrons may not take glasses or hot food into the auditorium, and should be discouraged from taking in food or drink items likely to cause a mess or nuisance, or disrupt others' enjoyment of the performance.
    - 8.4. During events where drinks are allowed to be taken into the auditorium, the Company may supply non-glass containers for patrons to decant their own drinks into (the Red Lion is usually only able to sell alcohol in legally marked containers).
  9. HONESTY BOXES AND CONTRIBUTIONS
    - 9.1. It is a basic principle of Horncastle Theatre Company that as an inclusive charitable organisation championing access to the arts, it shall not discriminate on the basis of means.
    - 9.2. An honesty box with a small starting float will be maintained in the ticket office with a suggested donation of 50p per drink. Petty cash from the honesty box may be used to re-stock refreshments which run out provided a receipt is replaced in the box.
    - 9.3. Honesty boxes shall also be provided at non-ticketed events including after show parties, the garden party, socials and play readings held outside the theatre.
    - 9.4. By tradition, the cast and crew may wish to purchase gifts for the director and other crew members to mark the end of the production. This shall usually be funded by a 'whip round' collection during performance week. The collection pot shall be placed in a discreet location so that individual contributions are not visible.
    - 9.5. A small budget shall be available to the Director, confidentially on application to the Treasurer, to purchase token gifts for production team members after a show.
  10. ALLERGIES AND SPECIAL DIETARY REQUIREMENTS
    - 10.1. It is the responsibility of anyone attending any event hosted by the Company, including rehearsals and working parties, to notify the organiser in good time of any special dietary requirements and allergies. If necessary this should also be communicated to other participants.
    - 10.2. As a general principle, vegetarian and vegan options should be included by default in catered social events.

ACCEPTED: 16/08/23

NEXT DUE FOR REVIEW: As needed.