

BUMP IN/BUMPOUT PROCEDURES

(This document, along with “Standard Conditions of Hire” constitutes part of your formal hire agreement. Please read and sign)

BUMP-IN

1. Your bump-in time will be 9am on the Monday of your first week of hire.
2. Bump in will be supervised by the appropriate Bakehouse Staff member (usually the technician),
3. Please allocate the first half hour of your bump-in time for an induction process where our technician will familiarise you with all safety procedures associated with this particular theatre (eg. Evacuation procedures, location of fire extinguishers etc.)
4. Any of your own equipment which you bring into the theatre must be presented to the theatre technician for him to check whether it complies with the Occupational Health and Safety guidelines.
5. Your electrical equipment must have a current test and tag sticker attached to it.
6. There are three “loading zone” areas outside the foyer door for your unloading access. Please DO NOT park in the church car park at the back in order to unload. This car park does not belong to the Bakehouse. There is no allocated parking available on site.
7. Advise of any breakages etc. to appropriate Bakehouse Staff ASAP
8. Make appropriate arrangements for the return of your key.

BUMP OUT

****NB. EACH SHOW MUST BUMP OUT ON THE LAST SATURDAY NIGHT OF THEIR SEASON UNLESS OTHERWISE ARRANGED****

1. Lights and other tech equipment

- Strike all lights.
- Strike all extension cords you have used.
- Remove all extra lighting bars or anything you have hung up or attached which was not there when you bumped in.
- Turn computer off. Unpatch the dimmers and tidy up under the bleachers and in the bio box.

2. Dressing Room and adjacent areas

- Make sure that all personal items are removed. Any items left will be put in the Lost Property box which is kept under the bar counter and which is cleared regularly. It is up to you to collect them before the box is cleared.
- Clear and vacuum “props area” and dressing room
- Wipe down benches and clean mirrors.
- Clean the performer’s toilet area (this includes the toilet itself and any buckets, paint brushes etc that you may have been using there)
- Remove all posters etc from the foyer and clean off all blue tack, etc.

3. Theatre

- Repaint all walls and floors with Solver Duraguard – low sheen black. It is your responsibility to provide this paint, but to save you buying small amounts at an expensive price we do have this paint available for you to use at a cost of \$40 for paint to cover the floors, and another \$40 if you need to paint the walls. You must supply your own paint brushes and roller covers.
- All technical equipment (drills, hammers, screws etc.) required to build sets or bump in or out must be supplied by you.

**IF IN DOUBT PLEASE ASK, BUT GENERALLY THE RULE OF THUMB IS:-
“LEAVE THE THEATRE AS YOU FOUND IT”.**