

# New Venture Theatre (“NVT”) Membership Rules (“Rules”)

These Rules apply to all new and existing NVT Members.

Members are required to comply with these Rules and NVT Policies. The Rules are set out below:

## General Behaviour

- Smoking is not permitted on NVT premises other than the designated outdoor areas (*smoking on stage as part of a production is covered separately in the Production Manual*).
- Anti-social, threatening and abusive behaviour, is unacceptable.
- Working under the influence of alcohol, drugs or illegal substances is strictly prohibited.
- NVT property and the property of other NVT members and visitors is to be respected by all.
- Members should comply with any instructions issued by the Role holders.

## Health and Safety

- Members should abide by NVT’s Health and Safety Policy and accept responsibility for their own health and safety and that of others including non-members who are visitors to NVT.

## Premises Licence

- Members are required to abide by NVT’s Premises Licence and should notify the Duty Manager or a Trustee of potential non-compliance by visitors to NVT’s premises.

## Complimentary Tickets, Drinks, etc

- Members are not allowed to offer complimentary tickets, drinks or discounted places in the acting workshops and classes unless agreed by the committee.

## Key Holders

- Keys entrusted to members must not be copied, borrowed or passed to third parties without the permission of the Chairman.
- Lost keys must be reported to the Chairman immediately.

## Engaging Suppliers and Claiming Expenses

- Permission to enter into a contract with a third party to supply goods or services to the NVT can only be authorised by the Committee.
- Expenses claims for goods and services purchased on behalf of NVT must have a valid receipt and pre-authorisation from the responsible Trustee.

## Streaming of TV

- Streaming TV on any device powered through the NVT mains supply is prohibited.

## Ad Hoc Donations

- Offers of donations must be referred to the Fundraiser or Treasurer.
- In exceptional circumstances, where a member has no alternative but to accept a cash donation on NVT’s behalf, a dated receipt detailing the amount of the donation and the name of the donor should be provided to the donor. Any Monies received (cash or cheques should be given to the Fundraiser or the Treasurer, at the earliest opportunity and an email sent confirming the amount of the donation and name of the donor to [finance@newventure.org.uk](mailto:finance@newventure.org.uk).

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### **Volunteers**

- Offers to volunteer should be referred to the Volunteer Coordinator.
- Volunteers at NVT are subject to the NVT Membership Rules and must become a member before commencing any volunteer role or activity.
- Volunteers are required to complete relevant training from the Role Holder responsible for that particular area.

The NVT Committee of Managing Trustees (individually the “Trustee (s)” / jointly the “Committee”) reserves the right to revoke the membership of any individual who is in severe breach of these Rules and any other NVT Policy in accordance with the Constitution of the New Venture Theatre.