

# **BLACKPOOL COMMUNITY THEATRE CIC**

## **TERMS AND CONDITIONS**

### **Definitions**

- Participant' means someone who take part in our community theatre such as acting classes and productions, but not paid and volunteer staff.
- Volunteer' means 'non-paid staff' such as backstage crew and fundraisers and who do not pay to participate.
- 'Company' means 'Blackpool Community Theatre CIC'
- 'Member' means 'a participant' who has paid a membership fee.

### **Three-week Trial, Enrolment and Cancellation**

'Enrolment and trial sign-up constitutes acceptance of these Terms and Conditions by such participant and/or participant's parent or carer.

- Parent or carer must complete the enrolment or trial sign-up form before participant is permitted to attend the classes or participate in performances and other activities if they are under the age of 18.
- Once the three-week trial has ended and should the participant wish to continue to attend the classes, parent or carer must complete an enrolment form if the participant is under the age of 18.

### **Classes and Performances**

Fees and Payment:

- Classes are payable 4 weeks in advance once a participant has attended three week trial
- During trial, all classes are payable one week in advance
- No refunds will be given for any classes missed by participant for any reason – this includes if the participant has been suspended or expelled.
- Company T-shirt is £12 (and other merchandise and clothing is available for purchase) and must be purchased three weeks after trial has ended (unless no longer attending) or participating in the productions.
- Membership is £20 per annual.
- Members who sign up before 20<sup>th</sup> April 2026 get 12 months additional membership for free.
- Membership can be cancelled for a full refund if the member changes their mind within 14 days of signing up.
- Membership is non-refundable for any other reason.
- See our pricing page for full price information.

Other:

Membership is required to perform in performances.

Membership is not required for volunteers.

### **Other Information**

All teachers and other staff (where applicable) must hold an Enhanced Disclosure certificate and be on the DBS Update Service.

- All participants must follow the Code of Conduct while attending lessons or attending other events. Details of the Code of Conduct will be given to each participant.

- The Company accepts no responsibility for any accidents or injuries which arise from participants misbehaving and/or not following these Terms and Conditions or the Code of Conduct. It is understood that in an emergency basic first aid may be administered by a trained member of staff.
- The company reserves the right at any time to suspend or permanently remove a participant from the company for any reason and at its sole discretion, subject to reasonable reason, such as bad behaviour.
- Subject participate or legal guardian agreeing permission for the Company to use any photographs or videos taken in or around classes/productions for the purposes of publicity.
- Photographs/videos taken during classes or in the Company shows remain the property of the Company and may not be used without permission
- Participate and legal guardian agree not to make copies or reproductions of any materials or scripts the Company lend or give to the participants unless agreed otherwise. All such materials remain the property of the Company.
- Appropriate clothing must be worn every week.
- No jewellery should be worn for safety reasons.

## **Volunteers**

The Company very much appreciates volunteer's giving their time with us for free and hope that they enjoy the experience and benefit from this. This agreement tells you what you can expect from us, and what we expect from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate these. A volunteer will not receive any remuneration, benefits or other allowances in respect of volunteering, other than the reimbursement of expenses, as detailed below. This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time by either party. It is not the intention of either us or a volunteer to create any employment relationship either now or at any time in the future.

In order for you to undertake the above, we will provide the following:

### **Supervision and Support**

We will explain the standards we expect from a volunteer and encourage and support them to achieve and maintain them. A named colleague will meet with the volunteer regularly to discuss their performance and to help them develop their skills with us

### **Equal opportunities**

All volunteers will be treated in accordance with our Equal Opportunities Policy, a copy of which is provided to you.

### **Health and safety**

We aim to provide a safe working environment for all of our volunteers, employees, contractors and those who visit all premises we hire. Volunteers are asked to familiarise themselves with our Health and Safety Policy and to comply with all of its requirements

### **Insurance**

Insurance cover for volunteers whilst undertaking voluntary work shall be In place and authorised by the Company.

## **Concerns**

If you have any concerns or issues whilst volunteering with the Company, you should normally raise these in the first instance with the company director

### **In Return, You Agree To:**

- Perform your volunteering role to the best of your ability
- Attend at such times as agreed, and to give us as much notice as possible when you are unable to volunteer so that we can make other arrangements
- Attend relevant training arranged for you and to participate and contribute to the best of your ability
- Comply with our procedures and standards, including health and safety and equal opportunities, in relation to our workers and volunteers
- Maintain the confidentiality of Blackpool Community Theatre and that of our participants, staff, and volunteers both during and after your volunteering role
- Not use information gained through your role with us for any purpose other than your volunteering role without obtaining our prior written agreement.