

## **Fire-safety rules and the internal operating provisions in effect for Divadlo na prádle (DNP)**

**All employees of DNP, performers and/or members of the visiting ensembles, hirers and the workers of repairing and/or service firms and others are obliged to observe strictly the following rules:**

1. During the work and any other activities to behave in such a manner in order not to produce a fire. It means that all above persons are obliged strictly observe all valid fire-safety regulations, prescribed technological procedures and modes of operation, as well as all directives, instructions and restrictions related to fire-safety, primarily as far as the prohibition of entering with an open flame and smoking in all spaces of the theatre is concerned. The only exception where is the smoking allowed is a place designated as a smoking room (local coffee bar in times set by the bar keeper). **Butts as well as all used matches must be put into the ashtrays located in the coffee bar on the places designated for smoking, not into waste-paper baskets and the like.**

2. **For any open flame application, pyrotechnic effects or even smoking on the stage, welding and similar potentially dangerous activities in the theatre there must be a written order/permission. Welding works may be performed solely by persons having valid certificate for this kind of works and a permission from the management of the theatre.**

3. It is permitted to employ heaters and other electric appliances provided they are furnished with a valid document, proving that they passed a revision. Visiting ensembles will not be allowed to use their appliances without submitting this revision certificate. Heaters and other electric appliances in the spaces of DNP can be only used by responsible and authorized persons which are provably acquainted with the device operation and a possible fire-risks associated with improper handling. Names of authorized persons, manipulating with heaters and other electric appliances (including submersible units) must be in case of visiting subjects specified in the letting DNP agreement. In the case of DNP employees there must be name of the person authorized to manipulate with appliance stated in the space where is the respective device operated.

4. **All working places must be kept tidy. All wastes, particularly paper, textile, wood and other flammable materials must be collected in special containers which must be emptied daily. Visiting ensembles are responsible for liquidation of such a waste and its disposal from the spaces of DNP.**

5. It is prohibited to install provisional power wirings to electric appliances and devices, as well as setting up of spare lightings and removing guards/coverings of lights. All discovered defects on the electric installations and equipments must be immediately reported to the respective head. Defective installations and equipments must not be further employed and visiting subject must report all discovered defects to the lessor.

6. When storing/depositing various materials such as coulisses, pieces of furniture etc. it is necessary to ensure and maintain free access to fire extinguishers and wall hydrants, electric switchboards, main switch and water stops. The communications and manipulating areas meant as emergency evacuation paths must be kept permanently unobstructed as well.

7. It is necessary to ensure that after performance or after completing any other activities are all working areas of DNP fire-safe. Employees of DNP and authorized persons from visiting subjects must before leaving check up whether all electric appliances are disconnected from electric power supply (with the exception of refrigerators), lights and audio monitoring are switched-off and the windows are closed. It is also necessary to make sure that there is no danger of fire from the waste baskets.

8. It is necessary to get acquainted with portable fire extinguishers, their operation, placement and application. In DNP there are powder and carbon-dioxide extinguishers installed. In general both this types are considered to be suitable for extinguishing burning organic materials, plastics, flammable liquids and devices connected to electric power supplies. Wall hydrants are meant for extinguishing burning organic materials and in no case may be used for devices connected to electric power supplies.

9. It is necessary to get acquainted with local fire-alarm directive and an evacuation scheme, including individual duties and responsibilities in persons/materials evacuation and the materials evacuation priorities. When fire breaks out it is necessary to take all possible measures to rescue all endangered persons, sound the fire-alarm by shouting "HOŘÍ" ("Fire") and ensure fire reporting to the registration office (or alternatively directly on telephone number 150 in accordance with valid fire-alarm directive) and to start extinguishing.

10. Employees DNP as well as the authorized persons of subjects in a long-term lease contracts are obliged to take part in periodically organized training courses on fire and occupational safety and fire drills. They also have to pay attention to observance of all safety rules and to point out detected defects and cases of breaching safety rules.

**11. When performing open flame, pyrotechnic effects or smoking on the stage visiting ensemble is obliged to ensure fire-surveillance at its own costs.**

**12. To all performers and/or members of the permanent and visiting subjects as well as to all other persons occurring in the spaces of the theatre during lease is strictly prohibited to manipulate with stage technique and theatre furniture in the absence of the DNP technician in duty.**

**Stage technique includes stage gallery, velvet coverings, curtains, piano, sound equipment, lights and wirings. For borrowing stage props, furniture, costumes etc. we charge 10.-CK/day if not explicitly stated differently before signing contract.**

**13. Installation/anchoring of theatrical scenery is carried out in a traditional way. It is strictly prohibited to glue whatever on the walls and the floor of the stage.**

14. Furniture employed on the stage is prohibited to move by shifting, it must be always carried after being lifted.

Visiting subjects (hirers) must return stage to the condition as it was when it has been taken over i.e. without furniture, stage props and tidy. If cleaner/detergent is required you can ask for DNP technician in duty.

**15. When persons younger than 18 years are performing on stage the management of the company/group (hirer) is obliged to ensure permanent pedagogical surveillance at its own cost and responsibility. DNP does not bear any responsibility for persons on the stage who do not observe internal operating provisions and DNP technician in duty is entitled to deport them from the spaces of DNP.**

**16. It is strictly prohibited to enter stage with a chewing gum (with the exception when it is a component of a performance).**

**Using confetti, powdery materials (colored powders, sands), greasepaints etc. is prohibited on the stage as well as in all spaces of the theatre and a coffee bar.**

## **Backstage**

1. Visiting ensembles must keep backstage tidy. When numerous performers are present all observed drawbacks (such as full waste baskets, empty soap containers, shortage of towels, toilet paper etc.) must be reported to the DNP technician in duty.

**2. Visiting ensembles must not manipulate and employ deposited stage props and costumes in possession of DNP or its permanent guests.**

3. Ensembles using DNP technical equipment (such as washing machine, ironing board, iron) must after usage return the items to the original condition and place them on their original place.
4. It is strictly prohibited to glue whatever on the backstage walls.
5. **All performers of local and visiting ensembles must pay attention to the closing of doors connecting spaces open to the public with the backstage - not disclosing to unauthorized persons (friends, family members etc.) authorization codes to the backstage.**

#### **Auditorium, foyer, spectators staircase, sanitary facilities**

1. It is strictly prohibited to glue whatever on the walls and doors in the spaces open to the spectators.
2. It is strictly prohibited to pour or throw whatever inappropriate into toilet bowls and wash basins.
3. It is prohibited to visiting ensembles to do any manipulations with an auditorium, number and arrangement of seats. Any modification of an auditorium is possible only after agreement with DNP.
4. **After rehearsal are performers obliged to leave theatre spaces in the same condition as were when taken over.**

#### **All premises of the theatre**

1. **It is strictly prohibited to perform any fabrication or finishing up of scenery, props, costumes (operations such as cutting drilling or painting). This restriction also holds for using greasepaints and hard to remove paints where attempts to remove may damage existing fire protection.**
2. **For nonobservance of the above restrictions the ensemble will be charged 60000.-CK for cleaning and fire-retardant treatment of fabrics and interior of the theatre.**

3. Entrance of dogs to the theatre is prohibited with the exception of guiding and assistance dogs accompanying handicapped persons. About this fact must be DNP informed in advance.

Lessor - representative .....

Date:

Name of responsible authorized person on behalf of lessor (hirer?)

Signature: .....