



**TARA THEATRE
VISITING COMPANY
INFORMATION PACK
APRIL 2019**

Team

Artistic Director – Jatinder Verma - jatinder@tara-arts.com

Executive Producer – Helen Jeffreys - helen@tara-arts.com

Executive Administrator – Devashree Pande – devashree@tara-arts.com

Associate Director (Design) – Claudia Mayer – claudia@tara-arts.com

Technical Manager – George Bach – technical@tara-arts.com

Marketing Manager – Zoe Biles – zoe@tara-arts.com

Digital & Communications Officer – Harry Elletson – harry@tara-arts.com

Finance Officer – Xiao Hong (Sharon) Zhang – accounts@tara-arts.com

**Tara Theatre
356 Garratt Lane, Earlsfield
London
SW18 4ES**

Welcome

We're so happy to welcome you to Tara Theatre. We've tried to design the building to ensure that everyone who uses the space, from front of house to back stage, feels valued.

History, Vision and Mission

On June 4th 1976, Gurdip Singh Chaggar, a 17-year old Sikh boy living in Southall west London, fell victim to a racist murder. Out of the inferno surrounding his death, an Asian public presence emerged in Britain, with a variety of Asian civil liberties movements springing up in all the major British cities and Tara Arts.

The company was founded by young Wandsworth residents - current Artistic Director Jatinder Verma, along with Sunil Saggur, Ovais Kadri, Praveen Bahl & Vijay Shaunak.

Tara's inaugural production was *Sacrifice* - Nobel Prize-winning poet Rabindranath Tagore's anti-war play. This production was staged on 25th August 1977 at Battersea Arts Centre with a clear mission - to make imaginative connections across cultures through theatre.

In September 1983, Tara took possession of 356 Garratt Lane in Earlsfield, which has been its producing home ever since. In October 2014, work started on renovating this late-19th century building to create Britain's first multicultural theatre.

In 2016 we opened the new Tara Theatre as a dedicated national home for small-scale multicultural theatre.

The new Tara Theatre is the country's first dedicated small-scale multicultural theatre, housing a 100-seat auditorium and a separate rehearsal/development Studio, along with a café/bar and outdoor patio space. Architecturally, the new Tara Theatre is a fusion of Edwardian brick and Indian wood, including doors and architraves from India, all held together within a 21st century steel cube. The architectural multiculturalism of the building is echoed in the artistic program on offer.

Tara Theatre produces and hosts world classics, new plays, plays for children and occasional films and talks.

Tara Theatre has been designed with sustainability in mind and would urge all visiting companies to bear this in mind for the duration of their visit. For more information on Tara Theatre's Sustainability and Waste Policy please contact the Technical Manager.

In order to protect both the environment and its employees, Tara Theatre endeavours to minimise the risk of contact with COSHH substances. If you intend to use a substance that is deemed to be COSHH please advise the Technical Manager.

Tara Theatre Contact Details

Address: Tara Theatre, 356 Garratt Lane, Earlsfield, London, SW18 4ES

Website: www.tara-arts.com

Twitter: @tara_arts

Facebook: Tara Arts

Who's Who and How to Contact Them

Name	Role	Email
Jatinder Verma	Artistic Director	jatinder@tara-arts.com
Helen Jeffreys	Executive Producer	helen@tara-arts.com
George Bach	Technical Manager	technical@tara-arts.com
Monick Pinnock	FOH Manager	monick@tara-arts.com
Zoe Biles	Marketing Manager	zoe@tara-arts.com
Sharon Zhang	Finance Manager	accounts@tara-arts.com

Finding your way around

The Tara Theatre is an intimate theatre venue in South London located by Earlsfield main-line station in Wandsworth.

Directions

Tara Theatre is almost opposite Earlsfield Rail Station with regular links to Clapham Junction, Waterloo and Surrey, and buses into Tooting, Battersea, Putney and Central London (77, 44, 270). From Earlsfield Station, turn right as you exit the station, walk under the railway bridge and Tara Theatre is opposite at number 356 Garratt Lane, London, SW18 4ES.

Facilities

Eating & Drinking

Theatres attract all sorts of vermin – and we've done our very best to keep them out. Backstage, eating is permitted in the Dressing Room only. Food is not permitted in the auditorium – and neither food nor drink is permitted in the control room with the exception of water bottles. Please ensure that all rubbish is put into the bins provided and no food is left out over-night.

Smoking

Tara Theatre is a non-smoking building. However, we have an outdoor patio space at the side of the venue. Please deposit cigarette butts in ashtrays.

Foyer

The Tara Theatre Foyer offers a selection of seasonal hot and cold food and drink. Visiting Companies are entitled to a 10% discount at the bar on all food and drink. Only food and drink purchased in the Foyer is permitted to be eaten in the Foyer area.

Access Time

You will be given access to the venue 1 hour before the half prior to the advertised curtain up of the show.

The Duty Technician will turn on the technical infrastructure of the venue at this time.

Company members will require a fob to access the backstage areas of the venue. A refundable deposit of £5 will be taken per fob.

Show Staffing

For each performance Tara Theatre will always provide –

- 1 Duty Technician to assist with any technical problems that may arise.
- 1 Front of House Manager
- Volunteer Ushers

There will always be a First Aider on site who is on radio. If you need to know who this is, please check with the Front of House Manager.

First Aid Boxes

There is a first aid box located on each level of the venue. Please take time to locate these. If you use anything from the box, please report it to the Duty Technician or Front of House Manager so an Accident Report can be completed.

It is a LEGAL requirement that an accident report is completed no matter how small the injury.

Please see the end of this document for the Tara Theatre Accident/Incident report.

Radio Use

- A radio is located on the charger at the control position in the venue with an ear piece.
- Tara Theatre use channel 1 and channel 1 ONLY for all its radio communications.
- Please ensure you return the radio to its charger when you have finished with it and that it is charging (red LED will appear on the charging station).

Radio Calls

It is important that you make the following calls to the Front of House Manager for EVERY performance.

Call	When
Stand-by for late comers	2 minutes before late comer's point
Go for late comer's	On late comer's point
Call	When
Stand-by for lights down on Act 1	5 minutes before the end of Act 1
Lights down on Act 1	During applause for Act 1
Call	When
Stand-by for lights down on Act 1	5 minutes before the end of Act 2
Lights down on Act 1	During calls.

FOH Clearance

It is important that you give the house to the Front of House Manager 30min prior to lights up. This is so they can complete auditorium checks and brief Volunteer Ushers.

In normal circumstances the Front of House Manager will ask you to open the house 15min prior to lights up however this may change depending on the needs of FOH so be aware that they may ask you earlier.

When asked to open the house please make the FOH Announcements stated below.

The Front of House Manager will confirm clearance with you by saying "That is clearance I repeat that is clearance at (time)"

Please acknowledge over radio that you have received clearance.

The same will apply for interval clearance.

After lights down of the show the Front of House Manager will give you a house clear radio call, this is when your stage management team may enter the space to reset. Please refrain from crossing the stage until you have been given this house clear call.

House Open Announcement

“Good afternoon/evening Ladies and Gentlemen and welcome to Tara Theatre.”

“The house is now open for this afternoon’s/evening’s performance of (show title).”

“Please take your seats as this afternoon’s/evening’s performance will commence at (time). Please take your seats as the house is now open (show title).”

“Thank You.”

5 Minute Announcement

“Ladies and Gentlemen please take your seats for (show title) as this performance will commence in 5/3/1 minutes. Thank you”

“Ladies and Gentlemen please take your seats for (show title) as this performance is about to commence. Thank you.”

Interval Announcement

“Ladies and Gentlemen please take your seats for (show title) as this performance will commence in 5/3/1 minutes. Thank you”

“Ladies and Gentlemen please take your seats for (show title) as this performance is about to commence. Thank you”

Fire Evacuation Policy

In the event of a fire the fire alarm will sound in the venue.

Front of House Manager	<ol style="list-style-type: none"> 1. Take up your position at the Front Doors to direct staff and customers to the designated assembly point. 2. Relay to the Duty Technician via radio the location of the activity as it is displayed on the fire panel. 3. Prevent anyone re-entering the building. 4. Receive clearances from Volunteers and Duty Technician. 5. Wait at Front Doors and liaise with emergency services upon their arrival.
Duty Technician	<ol style="list-style-type: none"> 1. On receiving the location from the Front of House Manager, go to location as quickly as possible and investigate. Feedback any relevant information to the Front of House Manager via radio. 2. If safe to do so, attempt to deal with the fire. 3. Withdraw to Front Doors and give clearance to the Front of House Manager. 4. Go to the assembly point and check in with all staff and visiting companies. 5. Await further instructions from the Front of House Manager.
Visiting Company Stage Manager	<ol style="list-style-type: none"> 1. On hearing the alarms, stop the performance and bring up all house lighting to full. 2. Go to assembly point. 3. Roll call Visiting Company Staff. 4. Inform the Duty Technician when they arrive of the roll call tally. 5. Await further instructions from the Duty Technician or Front of House Manager.
Visiting Company Staff	<ol style="list-style-type: none"> 1. On hearing the alarm make your way to the assembly point via the nearest emergency exit. 2. Await further instructions from the Visiting Company Stage Manager.
Volunteers	<ol style="list-style-type: none"> 1. On hearing alarms go to allocated exit doors, guide audience members out of the auditorium to their nearest safe exit. 2. When your area is clear go to Front Doors. 3. Inform the Front of House Manager at the front doors that your section is clear. 4. Go to the assembly point. 5. Await further instructions from the Front of House Manager.



Tara Theatre Accident Form

Who was involved?									
Employee		Contractor		Customer		Visitor		Visiting Production	

Type of Event					
Injury		Ill Health		Incident (Near Miss)	

Name	Position (if applicable)	Address	Telephone

Description of Event

Witness Details

Action Taken/First Aid Provided

Accident/Incident Report Completed by	Position Held	Date Report Completed	Signed
Accident/Incident Report counter-signed by	Position Held	Date Report Completed	Signed

Please provide Name and Contact Telephone Number for person at the Tara Arts Theatre to whom all enquiries can be directed to.

<u>FOR COMPLETION BY SENIOR MANAGEMENT ONLY</u>					
Investigation Required		Investigation Priority Level		RIDDOR Reportable	