



# TERMS & CONDITIONS

## Pentabus Youth Theatre

### About Pentabus Youth Theatre

Pentabus is an award-winning theatre company with a 50 year history of supporting artists and theatre-makers to learn and grow their skills and careers.

Joining Pentabus Youth Theatre is a wonderful opportunity for young people aged 11 – 18 to develop staged performances from scripted works, make new friends, gain confidence and learn more about being involved with a professional theatre company.

We want our Youth Theatre to be a fun, safe, and creative space for everyone. To make that possible, all members and parents/guardians must agree to the following terms and conditions:

### Expectations of Youth Theatre Members

Members will:

#### **Attendance and punctuality**

- Arrive on time and ready to take part.
- Make every effort to attend all sessions signed up for. If there is a valid reason for non-attendance (e.g. illness), please ensure you let the Pentabus team know in advance by e-mailing Joanna Freeman on [joanna@pentabus.co.uk](mailto:joanna@pentabus.co.uk)

#### **Preparation**

- Be responsible for ensuring you are ready to join in with energy and focus.
- Bring anything needed for the session (e.g. scripts, water, suitable clothing and footwear).
- Put appropriate energy into learning lines outside of sessions.

#### **Behaviour**

- Always treat others with kindness, respect, and support.
- Work collaboratively – theatre is a team effort.
- Listen carefully and follow the instructions of leaders.
- Switch off phones during sessions, or ensure phones are stored away safely in a bag.
- Not take photographs or videos during Youth Theatre sessions.
- Help to ensure that social media posts, comments and chat groups linked to Pentabus Youth Theatre remain positive, safe, and respectful spaces.

### **Respect for space and equipment**

- Please respect the facilities, equipment, and staff at Ludlow Assembly Rooms.
- Tidy up after yourselves and look after any resources you are given.

### **Anti-Bullying**

- Understand that bullying, harassment, or discrimination of any kind will not be tolerated.
- Be aware that any incidents will be taken seriously and may lead to exclusion from Pentabus Youth Theatre.

### **Equality, Diversity and Inclusion (EDI)**

- Remember that Pentabus Youth Theatre is for everyone
- Work within our ethos to welcome and celebrate members from all backgrounds, regardless of age, gender, sexuality, race, disability, religion or belief.

**Please note:** We aim to ensure our sessions are inclusive and accessible to all. If you would like to talk to someone at Pentabus about this, please contact Joanna Freeman on [joanna@pentabus.co.uk](mailto:joanna@pentabus.co.uk) or speak to a session leader.

## **Safety, Safeguarding and Data**

### **Safeguarding**

- Pentabus Youth Theatre leaders are DBS checked.
- We follow safeguarding policies to protect all young people involved.
- Any issues should be reported to Joanna Freeman on [joanna@pentabus.co.uk](mailto:joanna@pentabus.co.uk)

### **Health & Safety**

- Members must strictly abide by all fire and safety instructions during sessions and performances.
- Parents/guardians must inform Pentabus of any health conditions, allergies, or access needs when booking.

### **Data Protection**

- Pentabus will store personal data securely in order to run Pentabus Youth Theatre safely and effectively and to communicate with members and their parents/carers.
- We will never share your contact details or personal information without consent unless required by law or safeguarding duties.

## **Photography and Filming**

### **Marketing, Evaluation and Reporting**

- Pentabus will, at times, recruit a professional, DBS-checked photographer or film-maker to capture footage of Pentabus Youth Theatre activity for the purposes of marketing, evaluation or reporting to our board or funders.
- If you do not wish (your child) to appear in this footage, you can decline to give permission for photography and filming at the time of booking.

## **Payment Terms**

### **Membership Costs**

- Full payment for the term is required when booking, unless you have applied for a bursary to support involvement in Pentabus Youth Theatre, and this bursary has been confirmed for you in writing.
- Membership fees are non-refundable unless Pentabus cancels the activity.

### **Non-Payment**

- Please note that non-payment (excluding bursary recipients) will result in your child being unable to participate in Pentabus Youth Theatre.

## **Communication**

The small staff team at Pentabus is comprised of both full-time and part-time staff. We run an extremely busy programme of engagement activity and professional touring shows throughout the year. As a result, you may sometimes experience a slight delay with communication. This is particularly the case during weekends and school holidays. We will always do our best to respond as quickly as we can, but please do be patient with us.

## **Agreement**

By joining Pentabus Youth Theatre, members and their parents/guardians agree to:

- Abide by these Terms and Conditions as outlined above.
- Support Pentabus Youth Theatre in being a safe, creative, and welcoming space.
- Understand that a breach of these Terms may result in exclusion.

Together we will ensure Pentabus Youth Theatre is a place where young people can learn, create and thrive.

Signed:

Dated: