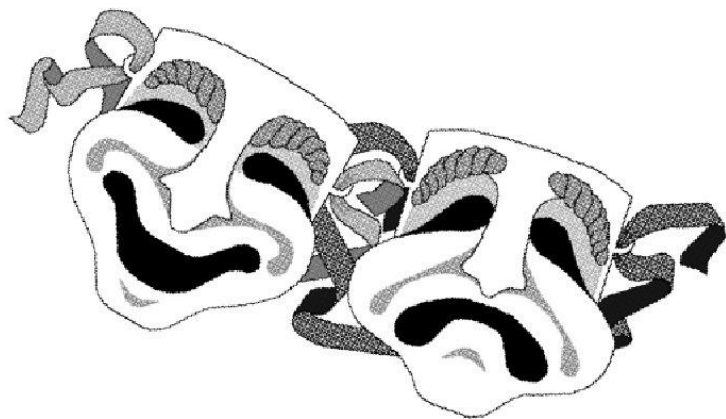


# Hartpury Drama Group HANDBOOK



## Hartpury Drama Group Handbook Contents

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Please be aware that the CONSTITUTION and STANDING ORDERS were adopted by the ANNUAL GENERAL MEETING on the 7th December 1992, and the GUIDANCE NOTES were approved by the committee in 1998, and were amended and updated in January 2002 in January 2016 at the AGM and in December 2016 by Committee.

## Hartpury Drama Group

### ***Title and Objectives***

The group shall be known as The Hartpury Drama Group

The primary object of the group is to organize dramatic and musical events in the village of Hartpury and elsewhere.

Membership is open to any person willing to support the objectives of the group.

In order to provide an opportunity to mix, and to exchange ideas, there shall be social events of an inclusive nature, to which potential members may be invited.

## **THE AIMS OF HARTPURY DRAMA GROUP**

### Productions

- To produce at least two good quality drama productions per year
- To provide good quality live entertainment for people of all ages
- To present a balanced programme of productions
- To experience a wide range of good quality scripts / texts
- To produce good quality performances within an agreed budget

### Participation and Recruitment

- To encourage people of all ages to participate in drama
- To make every effort to recruit new members to the group
- To promote the benefits of drama

### For Individuals

- To foster a love of drama
- To develop skills in performance
- To develop self-confidence and self-esteem
- To develop communication skills
- To develop an appreciation of empathy
- To encourage individuals to produce and direct performances
- To provide the necessary support for individuals wishing to produce or direct performances

### For the Community

- To bring the community together through live performance
- To provide members of the community with the necessary facilities (warmth, comfort, sound, lighting) to enjoy productions.
- To produce good quality productions at affordable prices
- To contribute to community cohesion
- To maintain relations with umbrella organisations and other drama groups i.e. The Gloucester Theatre Association
- To be aware of and recognize the benefits of collaborative expansion with other groups
- To encourage support from business and commerce

### Social

The committee shall provide social events of an inclusive nature.

## Hartpury Drama Group

### **GUIDANCE NOTES FOR THE COMMITTEE**

The following points should be borne in mind by the  
Drama Group Committee:

- 1./ A production shall be chosen democratically, and a formal procedure followed.
- 2./ Appoint a Producer and/or a Director who will be responsible for using the correct structure for carrying out auditions:
  - A./ Appoint an Audition Committee.
  - B./ Select Audition Pieces.
  - C./ Determine the date, time, and process of auditions.
  - D./ Informing both successful and unsuccessful applicants of the results of the audition.
  - E./ The Director shall draw up a production budget
  - F./ The Director shall agree the budget with the committee.
- 3./ The Drama Group Committee shall keep an oversight of that budget and offers 100% support for that Production.

THE COMMITTEE SHALL BE RESPONSIBLE FOR THE ABOVE INDIVIDUALLY AND COLLECTIVELY

## Hartpury Drama Group - Producer's Check List

This list is by no means exhaustive and is intended to act as a useful guide for members who are intending to produce a performance. Further advice and support can be gained from other members of the group and committee.

Task	Notes
Research appropriate scripts / performance genres	<ul style="list-style-type: none"> <li>• A list of previous performances by HDG can be in the Hartpury Drama Handbook</li> <li>• Be mindful of the talent available within group</li> </ul>
Select suitable script	<ul style="list-style-type: none"> <li>• Remember that most scripts require performance rights which need to be paid for</li> </ul>
Prepare an outline budget after considering items listed below	<ul style="list-style-type: none"> <li>• Presented to the Committee in advance</li> <li>• Help with this can be provided by the committee</li> <li>• Maintain an account of expenditure</li> </ul>
Select a Production Team	<ul style="list-style-type: none"> <li>• The producer will need to work with a production team and will delegate tasks as and where appropriate</li> </ul>
Theatre Licence	
Casting	<ul style="list-style-type: none"> <li>• When selecting a script special consideration needs to be made regards casting i.e. will the producer be able to find the necessary quantity and quality of cast members</li> </ul>
Auditions	<ul style="list-style-type: none"> <li>• These need to be planned and timetabled in advance. Please be aware of HDG protocols – see HDG Handbook</li> </ul>
Book Village Hall for rehearsals and performances	<ul style="list-style-type: none"> <li>• Producers need to be aware of cost implications. We recommend around 14 weeks of rehearsals for a 2 hour performance</li> </ul>
<b>Appoint Production Team</b> <ul style="list-style-type: none"> <li>• Please note that it is not necessary for all people covering the roles listed opposite to be on the Production Team</li> </ul>	<ul style="list-style-type: none"> <li>• Stage Manager – Set construction</li> <li>• Lighting and Sound Director</li> <li>• Musical Director</li> <li>• Props and Costumes Manager</li> <li>• Prompt</li> <li>• Makeup Specialist</li> <li>• Front of House Manager</li> <li>• Publicity Manager (Sponsorship)</li> </ul>
Props and Costumes	<ul style="list-style-type: none"> <li>• Have a clear idea of props and costumes required and remember to factor in costs</li> </ul>
Publicity	<ul style="list-style-type: none"> <li>• Prepare production publicity details for programme</li> </ul>
Programme	<ul style="list-style-type: none"> <li>• Ensure programme is produced and proof read</li> </ul>
Tickets	<ul style="list-style-type: none"> <li>• Design tickets and include essential details</li> </ul>
Bar and catering	<ul style="list-style-type: none"> <li>• Speak to Alistair McGee re bar</li> </ul>
Clear Hall and Stage	* Organise seating
Prepare Hall	* <b>decorations, blackouts, front of house etc</b>
Organise photographs and where possible, a video	<ul style="list-style-type: none"> <li>• Send photos and short write up to press in advance of production</li> </ul>

## Hartpury Drama Group

### PAST PRODUCTIONS

1973	<i>Mother Goose</i>	
1974	<i>Cinderella</i>	
1976	<i>The Queen of Hearts</i>	
1978	<i>Red Riding Hood</i>	
1979	<i>Aladdin</i>	
1980	<i>Beastie &amp; the Beaut This Desirable Cottage</i>	<i>Old Tyme Music Hall</i>
1981	<i>Sing a Song of Sixpence</i>	<i>Music Hall</i>
1982		<i>Music Hall</i>
1983		<i>Music Hall</i>
1984		<i>Happy Birthday</i>
1985	<i>Music Hall</i>	<i>Once in a Blue Moon</i>
1986	<i>Cinderella</i>	<i>Music Hall</i>
1987	<i>Post Horn Gallop</i>	
1988	<i>Dick Whittington</i>	<i>Murder at Deem House</i>
1989	<i>Music Hall</i>	<i>Panic Stations</i>
1990	<i>Jack and the Beanstalk</i>	<i>An Evening of Comedy &amp; Song</i>
1991	<i>Sinbad the Sailor</i>	<i>Flying Feathers</i>
1992	<i>The Camel's Back</i>	<i>Music Hall</i>
1993	<i>Sing a Song of Sixpence</i>	<i>All for your Delight</i>
1994	<i>Evening of Comedy &amp; Drama</i>	<i>Music Hall</i>
1995	<i>Pinocchio</i>	<i>Trial by Jury/A Piece of Paper</i>
1996	<i>Not Now, Darling!</i>	<i>A Christmas Carol</i>
1997	<i>A Chorus of Disapproval</i>	<i>Variety Show</i>
1998	<i>Chase Me, Comrade</i>	<i>HMS Pinafore</i>
1999	<i>I'll Get My Man</i>	<i>Music Hall</i>
2000	<i>Outside Edge</i>	<i>The End of the Pier Show</i>
2001	<i>Don't Dress for Dinner</i>	<i>The Merry Gentleman</i>
2002	<i>The Wizard that Was</i>	<i>Home is where your Clothes are</i>
2003	<i>Music Hall</i>	<i>Find the Lady</i>
2004	<i>Liberation (One Act Play)</i>	<i>Viva Mexico!</i>
2005		<i>The Grand Old Duke of York</i>
2006	<i>Murder Me Always</i>	<i>A Slice of the Fifties</i>
2007	<i>Pirates of Penzance</i>	<i>Mother Goose</i>
2008	<i>Dead 2 Rights</i>	<i>Way Out West</i>
2009	<i>The Sorcerer</i>	<i>A Christmas Entertainment</i>
2010	<i>No production</i>	
2011	<i>Last Tango in Little Grimley</i>	<i>Ruddigore</i>
2012	<i>Last Panto in Little Grimley</i>	
2013	<i>The Fat Lady Sings in Little Grimley/ Dinner for One</i>	
2014	<i>Lest We Forget</i>	<i>Iolanthe</i>
2015	<i>Lord Arthur Savile's Crime</i>	<i>A Shotgun Wedding</i>
		<i>Murder Mystery Play with Dinner</i>
2016	<i>American Vaudeville</i>	<i>Dads Army</i>
		<i>In collaboration with MADS</i>
2017	<i>Things Aint What They Used To Be</i>	
2018	<i>Great British Bump Off</i>	<i>The Fringe</i>

**Hartpury Village Hall - Standard Conditions of Hire**

For the purposes of these conditions, the term **HIRER** shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. (If the Hirer is in any doubt as to the meaning of the following, the Bookings Secretary should immediately be consulted.)

- 1) **THE HIRER** will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
- 2) **THE HIRER** shall not use the premises for any purpose other than that described on the booking request form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without permission.
- 3) **THE HIRER** shall be responsible for obtaining any additional licences (over and above the basic PRS and PPL licences held by Hartpury Village Hall) as may be needed from Phonographic Performance Ltd, from Video Performance Ltd or otherwise and for the observance of the same.
- 4) **THE HIRER** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- 5) **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
- 6) **THE HIRER** shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.
- 7) **THE HIRER** shall, if preparing, serving or selling food observe all relevant food hygiene legislation and regulations.
- 8) **THE HIRER** shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.
- 9) **THE HIRER** shall ensure that stiletto heels are not worn in the hall.
- 10) **IF THE HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to secure a replacement booking, the payment or the repayment of the fee shall be at the discretion of the Committee.
- 11) **THE HIRER** shall ensure that the minimum of noise is made on arrival and departure.
- 12) **THE HIRER** shall ensure that no dogs except guide dogs are brought into the hall.
- 13) **AT THE END** of the hiring, the **HIRER** shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced. Otherwise the Committee may make an additional charge.
- 14) **THE HIRER** shall indemnify the Committee for the cost of repair of any damage to any part of the property including the surrounding grounds thereof or the contents of the buildings which may occur during the period of the hiring.
- 15) **THE COMMITTEE** reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
- 16) **IN THE EVENT** of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the **HIRER** for any resulting loss or damage whatsoever.



## Hartpury Drama Group Storage

ARCHIVED DOCUMENTS – From previous productions and Finance Papers:  
Held at Mo and Den Groves, Sunnymede House, Fullers Lane, Ashleworth.

### SOUND AND LIGHTING EQUIPMENT

DMX Lighting and CCTV cabled into Hall but property of HDG  
Amplifier Mixer  
2 2<sup>nd</sup> hand lap tops (held by Robin Knox)  
Smoke Machine and Smoke  
Video Camera with Tripod (held at Kevin and Lucy Hill Crest)

### COSTUMES - in the Lock Up

1980s various  
Zombie Costumes  
2 highwayman pistols

### PROPS - In storage at the Post Office in Hartpury.

#### Inventory - 6th Sept. 2016

Imperial Typewriter in lock up (shared with MADS)	
48 Champagne flutes (stored at Hill Crest)	
Dartboard	
8 Stools	
2 Heraldic Drama Badges	
2 Drink's Bars (with Shelf under)	6'6" x 17" x 3'4" high
1 Lightweight Window	44" x 23"
3 Lengths of Timber	8' x 4" x 2"
17 " " " "	8' x 6" x 3/8"
1 Plywood Panel	7' x 18"
1 " " " " (blue)	6'5" x 18"
1 Interior Door (white)	6' x 30"
1 Oak Shelf	4'6" x 8"
1 Round Table (cream)	20" x 2' high
1 Square Table	22" x 22" x 13" high
2 Tables	2'9" x 2'9" x 2'6" high
1 Pine Table	32" x 25" x 28" high
1 Wood Box (Pedestal)	28" x 19" x 16" high
2 School Benches	6' x 10" x 12" high
2 Aluminium Benches	6' x 10" x 15" high
2 Benches	3' x 13" x 15" high
1 Bench	4' x 13" x 15" high
1 Piano stool	20" x 12" x 18" high
3 Drive-in Signs	2'6" high
1 Sign Board (heavy, hinged)	3'6" x 3'6"
1 Sign Board (double-sided hinged)	4' x 2'
2 Easels	6' high
1 Clothes Rail in Sections	10'+ (on wheels – heavy)

## HARTPURY DRAMA GROUP

2 Window Frames	6'2" x 20"
2 Vintage Metal Trunks	24" x 15" x 15" high
2 Old Fashioned Suitcases	24" x 15" x 8" high
1 Aluminium (music) Case	18" x 13" x 6" high
2 Stage Steps (2 steps each)	28" wide x 18" high
1 Fridge	
1 Roll of lightweight Vinyl	Approx 25 yards x 50" wide, (pale blue/grey)
1 Roll of Velour Drapes	Approx 25 yards x 54" wide, (gold/mustard)

### PAGE 9A

2 Small Galvanised Buckets (10" diam)  
 2 Plastic Sheets  
 2 Pairs of Crutches  
 2 Pewter Tankards  
 1 Triangular Sign "Mines"  
 1 Bakalite Telephone  
 1 Bakalite Telephone with Ringer  
 1 Pair of Riding Boots (size 11)  
 1 Volume of the Encyclopedia Britannica  
 1 GI Helmet  
 1 Fireman's Helmet  
 1 Builder's Helmet  
 1 Grey Trophy (8" x 12" high)  
 1 Gold Egg (30" circumference!)  
 9 Swords  
 10 Kukri Knives  
 7 Pistol/Revolvers  
 7 Wooden Daggers  
 5 Wooden Axes  
 8 Truncheons  
 1 Club with Stone  
 1 Wooden Meat Cleaver  
 1 Epee Fencing Sword  
 2 Scabbards  
 1 Shield  
 1 Wood Catapult  
 1 "Sand in a Sock" Bomb  
 1 Umbrella  
 1 Pop Gun  
 1 Small Hedgehog  
 1 Novelty Spectacles  
 1 Large Blacksmith's Rasp  
 1 Skull & Crossbones Flag (12" x 18")  
 1 Union Jack (12" x 8")  
 1 Fairy Wand  
 a wooden rolling pin,  
 a Hurricane Lamp (another in Victor's own shed that he owns),  
 2 heads off the graves  
 "SOAK THE BLOKE" Kit c/w 3 Plastic Buckets and 8 Sponges  
 Whaling Scene Painting  
 Vintage Lamp

## **Hartpury Drama Group**

CONSTITUTION AND STANDING ORDERS

AS ADOPTED BY THE ANNUAL GENERAL MEETING

On 7<sup>th</sup> December 1992

AND AMMENDED BY THE ANNUAL GENERAL MEETING

On 9<sup>th</sup> January 2002

AND AMENDED BY COMMITTEE

ON 7<sup>th</sup> December 2016

**APPENDIX 1**

**CONSTITUTION**

A. Title and Objectives

1. The title of the Society shall be the **HARTPURY DRAMA GROUP**.
2. The primary objective of the Society is to organise dramatic and musical events in the village of Hartpury and elsewhere.

B. Membership

3. Membership of the Society is open to any person willing to support the objectives of the Society.

C. Management

4. The affairs of the Society shall be managed between Annual General Meetings by an elected Committee which shall consist of the Chairman, Vice-chairman, Treasurer and Secretary and at least three other members.
5. The Committee may make and/or amend Standing Orders governing the running of the Society, which Standing Orders have all the force and effect of this constitution until the next Annual General Meeting, when they shall be submitted for confirmation by that Annual General Meeting.
6. Any Officer or Member of the Committee may be removed by the majority of two thirds of the Members present at any General Meeting, convened under rules 12, 13 and 15 and such vote may, on request of any Member present, be taken by secret ballot.

D. General Meetings

7. A quorum at a General Meeting shall be one quarter of registered Full Members (where  $\frac{1}{4}$  is defined as the nearest rounded down number).
8. In the event of a quorum not being present, the chairman of the Meeting shall adjourn the Meeting for not less than two and no more than three weeks when the numbers then present shall constitute a quorum.
9. Voting at General Meetings shall be by simple majority, except for amendments to Society Rules or winding up of the Society, but in the event of a tie, the chairman of the Meeting shall have a second casting vote.
10. Voting for amendments to Society Rules shall be carried by at least 60% of those present voting in favour.
11. Voting at a Special General Meeting to wind up the Society shall be carried out by at least 75% of those present voting in favour.

E. Annual General Meeting

12. The Society shall hold an Annual General Meeting each year, for the purposes of receiving and approving or otherwise the Chairman's report and the Accounts for the year, to elect the Committee, and any other business specified on the Notice calling to the Meeting.

F. Special General Meeting

13. A Special General Meeting may be called by the Committee at any time, or at the request, in writing to the Secretary, of not less than six Members of the Society.
14. At a Special Meeting the Business to be discussed shall be limited to that stated in the Notice calling the Meeting.

G. Extra-Ordinary General Meeting

15. An Extra-Ordinary General Meeting may only be called by the Committee for the purpose of discussing urgent business.
16. The business to be discussed shall be limited to that in the Notice which calls the Meeting.

H. Financial

17. The Society Treasurer shall be responsible for the handling of all monies and keeping accounts and records sufficient to allow for full and proper accounting of financial affairs of the Society.

I. Secretarial

18. The Secretary shall be responsible for dealing with correspondence, maintaining the Membership List, calling Meetings and keeping Minutes of Committee and General Meetings.

J. Interpretation of Rules

19. The Society Committee shall decide the interpretation of the Constitution and the Standing Orders, subject always to the final approval of a Society General Meeting.

K. Winding-Up of the Society

20. The Society may only be wound up by a resolution, voted in accordance with Rule 11 at a General Meeting of the Society.
21. In the event of the Society being wound-up, the Assets and Records of the Society shall be held in trust for a period of at least 10 years, against the possible reconstitution of the Society. The responsibility shall be vested in at least three trustees appointed for the purpose by the Meeting winding up the Society.

L Child Protection

The Society Committee recognises its legal obligations and obligations relating to its insurance for child safeguarding, when any children are involved in rehearsals or performances. The Society agree to nominate at least one Child Protection Officer for the Drama Group and for future productions. These officers should be DBS authorised and the names of the officers will be found in the Committee Meeting Minutes from time to time.

APPENDIX 11

**STANDING ORDERS**

A. Membership

1. Membership of the Society shall be effective following application to the Society Secretary, whereupon payment of the annual subscription shall become due.
2. Life Membership of the Society may be granted by resolution of a General Meeting.
3. The Secretary shall maintain an up-to-date register of the Members of the Society.
4. Members who have any complaint in relation to the running of the Society or their personal treatment should raise these, in the first instance with a member of the Committee, or in writing to the Secretary. If the member is dissatisfied with the way their concerns are dealt with by the Committee they shall have the right of appeal to a General Meeting of the Society.
5. The Committee may suspend from Membership any Member whose conduct upon any premises being used by the Society, or otherwise related to the activities of the Society is unseemly, objectionable, or likely to bring the Society into disrepute. Such Member shall be advised by the Secretary of the intention of the Committee to consider such action so that they may, if they wish, make representations to the Committee. The Member will also have the right of appeal to a Special General Meeting, provided within 14 days of notification of his/her removal from Membership notice of such appeal is given to the Secretary.

B. Management

6. The Committee shall be elected on the basis of one vote per member present at the AGM.
7. Nominations for the Committee shall be collected by the Secretary before the Meeting, and shall be signed by a proposer and seconder and also by the nominee signifying willingness to stand for election.
8. In the event of a failure to receive sufficient nominations for the complete Committee, the chairman of the AGM may, at his discretion, call for nominations from the floor.
9. The Committee may fill a vacancy on the Committee until the next Annual General Meeting, whether caused through resignation or other cause, by co-option.
10. A Member co-opted to the Committee to fill a vacancy shall have the same voting rights as the other members of the Committee.

11. The Committee may co-opt any person or persons with special knowledge or skills to assist them to carry out their function, provided that such co-opted person or persons shall serve only in an advisory capacity and shall not have the power to vote.
12. A quorum for meetings of the Committee shall be four and Meetings shall be held not less frequently than every 6 months.
13. Voting at Committee Meetings shall be by simple majority, but in the event of a tie the Chairman of the meeting shall have a second casting vote.
14. The Committee may form from amongst their number sub-committees for any purpose in pursuance of their objectives, and delegate limited powers to the sub-committee.
15. The Secretary, or an appointed deputy, shall take minutes of the Committee Meetings, which will record those present, the decisions made and the actions placed.
16. All sub-committees will appoint from amongst their number a sub-committee secretary who will be responsible for taking minutes etc as in Rule 15.
17. The Committee shall organise a social programme for members of the Society which is consistent with the primary aims of the Society.
18. The Committee, in its management of the affairs of the Society, shall take due amount of all relevant rules, regulations, legal requirements and any requirements of any premises which are being used by the Society.
19. The Committee shall arrange for appropriate insurance.

C. General Meetings

20. The Society's Annual General Meeting shall be held between the 1<sup>st</sup> of December and the 31<sup>st</sup> of January next of each year.
21. As far as reasonably practical, the Secretary will ensure that the arrangements for any General Meeting are brought to the attention of all Members. In any case, notice of any General Meeting shall be given by means of notices, which shall be displayed not less than 15 days (7 days in the case of an Extraordinary General Meeting) prior to the date of the meeting in Hartpury Village Hall, Hartpury PO and elsewhere as determined by the Committee.
22. The Notice of Motion for a Special General Meeting shall be advised to members not less than 7 days prior to the Meeting.
23. Notices of Motion for the AGM shall be given to the Secretary in time to be included on the Notice calling the Meeting.
24. It shall be within the discretion of the Chairman of the Meeting whether to allow discussion on any topic raised under "Any Other Business".



D. Financial

- 25. All members receiving money on behalf of the Society shall hand it as soon as possible to the Treasurer.
- 26. The Committee may decide on the methods of raising additional funds to meet the cost of its activities in excess of any surplus generated by productions.
- 27. The Committee shall propose annual subscriptions for members for endorsement at the AGM.
- 28. Members subscriptions shall be due for payment no later than one month after the AGM, or at the first social function if this is later. However members joining the Society after 31<sup>st</sup> August shall have their subscription for the remainder of that year waived.
- 29. Any expenditure over 110% of the agreed production budget shall be submitted for approval by the Committee prior to being spent.( amended 2016 AGM)

E. Secretarial

- 30. The Secretary shall make available to any Member who so desires sight of all correspondence and minutes.
- 31. A reserve of £2500 will be maintained by the committee. (amended 2015 by committee approval)

F Gift for Director

- 32. The Treasurer is authorised to pay a maximum of £50 per production to key non cast members

APPENDIX 111

PRIVACY

Hartpury Drama Group

This pages explains how Hartpury Drama Group uses any information we hold about you and that visitors give to us on the Hartpury Drama Group website and the ways in which we protect our mailing list and your privacy.

## HARTPURY DRAMA GROUP

Hartpury Drama Group uses personal data for the purposes of managing the society, its productions and bookings, running and marketing related events and for fundraising activities.

Data may be retained for up to 5 years and for longer if you are an active member or do not request to unsubscribe from marketing communications. You will not be included on our mailing lists unless you opt-in to the list either by email or through the Hartpury Drama Group website.

The Hartpury Drama Group website does not use any cookies to track your information.

Data held about you is restricted to name, address, email address and telephone number. Information may be held but not directly used for marketing purposes.

We will not share your personal information with any third parties without your consent unless we are legally required to do so.

We maintain an email database of those who are or have been involved or support Hartpury Drama Group, to whom we periodically send updates and newsletters concerning forthcoming events and items related to Hartpury Drama Group productions, either by blind carbon copy (bcc) or by an email management programme.

With effect from 25th May 2018 and in accordance with the General Data Protection Regulation, we will only send such newsletters to individuals who have given their specific written consent, which can be withdrawn at any time.

## HARTPURY DRAMA GROUP

If you would like to find out more about how we hold and use your personal data or would like to see a copy of the information about you that we hold, please contact [hartpurydrama@gmail.com](mailto:hartpurydrama@gmail.com)