



HIS MAJESTY'S THEATRE Template for Excursion Providers

Name of your organisation	His Majesty's Theatre
Location/Contact Details	
Physical Address	825 Hay Street, Perth WA, 6000
Phone Number	(08) 9265 0900
Fax Number	(08) 9265 0962
Email Address	lcoles@hmt.aegogdenperth.com.au
Website Address	www.hismajestystheatre.com.au
Contact Person	Lizzie Coles, Operations Manager
Purpose of the Excursion	
<ul style="list-style-type: none">Describe the educational value of the activities that you provide.	
<p>His Majesty's Theatre opened in 1904 and is recognised as one of Perth's finest venues, hosting a variety of performances.</p> <p>On top of producing many shows itself, His Majesty's Theatre is home to two resident companies, WA Opera and WA Ballet. It is also used extensively by many leading Australian and International artists and companies.</p>	
Environment	
<ul style="list-style-type: none">Describe your venue.If you provide accommodation, describe the facilities.Describe any facilities for students with disabilities.	

His Majesty's Theatre is located on the corner of King and Hay Street in the Perth CBD.

Access to the building can be obtained from the main entrance on Hay Street

A lift provides access to all three levels of the building. There is also a marble staircase inside the building for all level access.

Wheelchair access is available on the Stalls level only via the main doors on Hay Street or the side doors on King Street. Please pre-arrange any access requirements with venue management.

Transport

- Where transport is the responsibility of the school, describe the parking facilities for cars and/or buses.
- If you provide any transport, provide details.

Transport arrangements are the responsibility of the school.

For information on availability and location of bus parking please contact the City of Perth.

Public car parks are located in the vicinity of His Majesty's Theatre. Please contact the City of Perth for details. Please note, these areas are not suitable for bus parking.

For public transport options contact Transperth www.transperth.wa.gov.au

Students' Capacity

- Describe the activities in which students will participate.
- Describe the age group(s) for which the activities are suitable.
- If relevant, describe any particular skills required by students.

His Majesty's Theatre is a venue hosting a variety of performances. It is suitable for students from Kindergarten to Year 12.

Please contact the presenting organisation for information specific to the activities being presented.

Please advise if you have any students with special needs so we can attempt to maximize the benefit of their visit.

Supervisor/Supervisory Team
<ul style="list-style-type: none"> • Indicate whether you/your staff are available to assist in the supervision of students.
<p>It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision outlined in this document.</p> <p>The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.</p> <p>His Majesty's Theatre staff will not undertake any role(s) in a supervisory context.</p> <p>Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.</p>
External Provider Information
<ul style="list-style-type: none"> • Detail you/your staff's current accreditation and qualifications. • Detail you/your staff's relevant clearances. • Provide details of your current level of public liability insurance.

His Majesty's Theatre is managed by AEG Ogden (Perth) Pty Ltd Venue Manager for the Perth Theatre Trust Venues.

Clearances:

AEG Ogden staff are required to hold a current police clearance at the time of employment.

Public Liability Insurance:

Insurer: Chambers Gallop McMahon Pty Ltd

Amount: \$50,000,000

Please email info@hmt.aegogdenperth.com.au for a copy of the Certificate of Currency

Supervision Strategies

- Provide details of your recommended student/supervisor ratio(s).
- Provide details of any recommendations regarding strategies for supervision.

The development of appropriate supervision strategies is the responsibility of individual schools. The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.

School groups will be seated together where possible to assist with supervision. It is recommended that school supervisory team members are seated amongst students to facilitate ease of supervision.

Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

If attending a performance, please contact the presenting organisation for their recommended supervisory ratio.

If one is not available, or the school is the hirer of the venue, His Majesty's Theatre requires school supervisory teams consist of no less than:

- Yrs K – 3 1 adult to 10 students
- Yr 4 – 7 1 adult to 12 students
- Yr 8 – 12 1 adult to 15 students

with a minimum of 2 supervisors per 32 students.

The recommended ratios may vary according to the needs of your students. Please feel free to discuss supervision requirements with us.

Identification of Excursion Participants
<ul style="list-style-type: none"> • Provide details of any recommendations for the identification of excursion participants.
<p>This is the responsibility of individual schools.</p> <p>His Majesty's Theatre recommends that all students wear the school uniform. For activities outside school hours the school should make provision for a system that can easily identify students such as badges or wristbands.</p>
Communication Strategies
<ul style="list-style-type: none"> • Describe any modes of communication that you make available for use by schools. • Provide details of any recommendations regarding strategies for communication.
<p>Communication strategies between students and school supervisory team are the responsibility of the school. Please ensure everyone recognises the communication strategies.</p> <p>School supervisory teams are encouraged to provide a mobile phone that they can be contacted on and use to call out during their visit, and are asked to ensure that this number is fully functional in all locations throughout the venue. <u>Please note, mobile phones are required to be turned to silent during performances.</u></p> <p>School supervisory teams may access an external telephone line to call out if required during an excursion.</p> <p>In addition, should the school need to contact the supervisory team during an excursion they may do so by contacting the Operations Manager or the Duty Front of House Manager via the Theatre Stage Door on (08) 9265 0900.</p>
Emergency Response Plan
<ul style="list-style-type: none"> • Where available, describe or provide a link to your emergency response plan.

Schools will have their own Emergency Response Plan pertaining to the particular needs of their students.

His Majesty's Theatre has an extensive Emergency Response Plan in place including a PA system and audible fire alarms. Please note that this document is not publicly available. Please contact the venue for further information if required.

In the event of a site emergency, school supervisory teams are responsible for the managing the movement of students under the direction of venue staff. School supervisory teams are strongly recommended to meet identified supervision requirements to further support these procedures.

It is suggested that school staff have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

Briefing Students and Supervisors

- If relevant, provide details of information that you/your staff will be presenting to students and/or supervisors at or prior to the commencement of the excursion.

School supervisory teams are asked to use the information below in *Other Relevant Details* to brief students on expectations in addition to those outlined by the presenting organisation.

Other Relevant Details

- Provide any other information to support schools in their excursion planning.

The following guidelines will ensure a safe and comfortable environment for students and other members of the audience;

- Large bags must be cloaked before entrance to the theatre.
- Owing to technical interference and Occupational Health and Safety requirements for technicians, mobile phones must be turned off during performances. School Supervisory Teams are responsible for monitoring this requirement.
- ALL food and drinks (other than bottled water) are not permitted in the auditorium. School Supervisory Teams are to assist theatre staff with the policing of this rule.

Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all.

- Students must refrain from talking during a performance.
- Student must remain in allocated seating under the supervision school supervisory team at all times.

Please note a lockout may apply to some performances. Please check with the booking agent at

the time of ticket purchase.

This information is valid until 31 January 2011

Website Document Disclaimer

The material on this website is provided for general information only, and on the understanding that the Department of Education is not providing advice or a recommendation about any of the services referred to on the website.

Material may include the views or recommendations of third parties, and does not necessarily reflect the views of the Department of Education, or indicate a commitment to a particular course of action or use of a particular provider.

This website contains information that is intended to simplify the means by which the school can identify an appropriate service provider. In addition, errors or omissions can occur in the preparation of websites. Therefore, before relying on the material, the user should independently verify its accuracy, completeness, relevance for their purposes and that it is up to date.

Before any action or decision is taken on the basis of the material on this website the user should obtain independent advice.

Links to other websites are provided for the user's convenience and do not constitute endorsement of material at those sites, or any associated organisations, product or service.

Website Document Copyright

The material contained on this website constitutes copyright of the Department of Education and is intended for your general use and information. You may download, display, print and reproduce this material in altered form only, (retaining this notice, and any headings or footers) for your personal, non-commercial use within your organisation. You may distribute any copies of downloaded material in unilateral, complete form only, retaining this notice and any heading and footers. All other rights are reserved.