**Hall for Cornwall**

Information for Digs Hosts

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# **Contents Page**

[Overview](#_Overview)

[Accommodation Criteria](#_Accommodation_Criteria)

[Host Application Form](#_Host_Application_Form)

[Digs List FAQs](#_Digs_List_FAQs)

[Host Code of Conduct (Sourced from Equity)](#_Host_Code_of)

[Hall for Cornwall’s Values](#_HfC_Values:_How)

[Hall for Cornwall’s Equality and Diversity Policy](#_Equality_and_Diversity)

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# **Overview**

Landlords/Landladies and their guests are entering into a private arrangement and, unfortunately, we won’t be able to either mediate between parties or intervene on either side should a dispute arise.

If you have any comments or feedback, please contact the Stage Door at Hall For Cornwall via email [stage.door@hallforcornwall.org.uk](mailto:stage.door@hallforcornwall.org.uk) or by calling 01872 262465 ext 0.

All our Digs Hosts adhere to Equity’s Code of Conduct as well as HfC’s own values and policies. The Hall for Cornwall reserves the right to remove or amend listings at its discretion.

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# Accommodation Criteria

For many visiting companies, the cast and crew spend a significant amount of time on the road and moving from place to place. The ability to provide a home away from home to theatre professionals is crucial and offering them a warm, Cornish welcome to the area!

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| **Basic Requirements** |
| **Space** – Be it a spare room or entire apartment or house. Visiting companies vary with what they require so please state what type of property/space you have available. |
| **Cleanliness** – Guests will require clean areas to stay such as provision of clean, fresh bedding, a vacuumed floor, dusted room and a clean, sanitary bathroom. This will also apply to other accessible areas that the guest can use such as kitchen or garden. |
| **Privacy** – Working long hours and travelling on a tour, guests will expect to have privacy in the space they have been provided to allow them to rest and recoup ready for their next performance. |
| **Comfort** – Many workers within the theatre industry have physical, tiring jobs and at the end of the day, they require a comfortable bed to sleep and reset. A comfortable mattress id therefore a requirement of digs. |
| **Safety** – The health and safety of guests is an important aspect of any booking, please consider the safety of any guests staying within your space such as you would within your own home. For example, fire safety, gas safety, electrical testing, information about local emergency services/centres, etc… |
| **Entry** – As many performances take place later in the evening, guests may require entry to the space at unusual hours and therefore entry and access will need to work around their schedule. |
| **HfC Values** – To comply with and understand the HfC Values of Passion, Empathy, Grit and Gusto – Please see further details within this document. |
| **Code of Conduct** – To comply with the code of conduct as outlined by Equity – Please see further details within this document. |

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| **Preferred Attributes** |
| **Value** – Visiting companies have a set budget to work within and therefore prefer more financially viable options for local accommodation. |
| **WIFI** – Access to good WIFI is always a huge bonus for any guests. |
| **Proximity to the Theatre** – Being close to the venue or to a local transport hub is a significant benefit to guests. Reducing the amount of travel time to their day! |
| **Additional facilities** – Can you offer access to an outside space? An ensuite or private bathroom? Access to a kitchen? Is there another benefit to your property that guests may enjoy? |
| **Pets** – Please do say if you have any pets onsite. Some guests may love this but it great to let them know in advance just in case anyone has any allergies or preferences. |
| **Availability** – To offer as much accurate availability as possible. The winter season tends to be the busier period for theatre professionals – although this is not to say that digs aren’t needed all year round. |

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# Host Application Form

Please complete this application form and return it to [stage.door@hallforcornwall.org.uk](mailto:stage.door@hallforcornwall.org.uk)

Alongside this application form, please provide dated photos of all the rooms and facilities.

|  |  |
| --- | --- |
| **Contact Information** | |
| Contact Name: |  |
| Organisation Name (If Applicable): |  |
| Phone Number (Home): |  |
| Phone Number (Mobile): |  |
| Email Address: |  |
| Website (If Applicable): |  |
| Address: |  |
| **Accommodation Information** | |
| Type of Accommodation: |  |
| Address of Accommodation: |  |
| Distance from Theatre (Walking Distance Included: |  |
| Transport Routes (Please include late night transport information): |  |
| Price Per Night: |  |
| Number of Rooms Available: |  |
| Size of Rooms (Single, Double, Twin): |  |
| Bathroom Facilities (Ensuite, Shared, Shower Only): |  |
| Breakfast (Included, Additional Cost, Not Provided): |  |
| Tea and Coffee Making Facilities: |  |
| WIFI: |  |
| TV: |  |
| Additional In Room Facilities: |  |
| Entry (Any Restrictions, Access to Kitchen, Access to Garden) [Shared space/private space]: |  |
| Access (Steps into or within the property): |  |
| Parking Available (On-Street, Off-Street, None): |  |
| Smoking Restrictions (No Smoking, Smoking Outside Only): |  |
| Pets (Pets Present, Pets Welcome, No Pets): |  |
| Any additional accommodation facilities or comments: |  |

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| --- | --- |
| **Consent and Commitment Information** | |
| Are you happy for us to share your accommodation and contact information with visiting theatre companies and related individuals requiring accommodation? |  |
| Are you happy for the Hall for Cornwall to contact you in the future about matters regarding the digs list? |  |
| Please confirm that you are aware that guests are working theatre professionals and will require access to accommodation and facilities at different times of the day/night. |  |
| Please confirm that no additional charges or hidden fees will be applied to the guest for access to facilities. |  |
| Please confirm that you are aware of and adhere to the HfC’s Equality and Diversity Policy. (See Below) |  |
| Please confirm that you are aware of and adhere to the Code of Conduct as outlined by Equity. (See Below) |  |

Can you offer accommodation to theatre professionals coming to the Hall for Cornwall?

# Digs List FAQs

**What is a digs list?**

A digs list if a list of local accommodation for theatre professionals on a short terms basis whilst working in a theatre on tour. The theatre provides their digs list to the visiting companies on request and this may include professionals within the cast, stage management and other creative team members.

**How do company members book my accommodation?**

On request, the theatre will provide the digs list to visiting companies, who will contact you directly to arrange for accommodation. This is a private booking between yourself and the visiting companies which does not require any involvement from the theatre.

**What type of room do I need to join the digs list?**

The digs list includes a large variety of accommodation and room types to appeal to a range of visiting companies. Ranging from single spare rooms to self-contained accommodation or local hotels. The main requirement is that it provides a clean, private room with access to a bathroom and within easy travel distance to the theatre.

**How much can I charge for the space?**

The charge for the accommodation is entirely up to as host. Nationally prices vary dependent upon the size of the space and location in relation to the theatre. Prices tend to start from £15-30 per night. Alternatively, you are more than welcome to provide a weekly charge, please let us know if you would like to have this within your digs list listing!

**How long do company members generally stay?**

Our show programme varies from one-night performances to weeklong shows and as such the request for accommodation will differ with this. This gives you the flexibility to provide accommodation on a schedule that works for you. You also get the opportunity to meet lots of interesting people from a wide range of the theatre backgrounds!

Alternatively, during longer shows, such as our annual pantomime, a company member may need accommodation for up to eight weeks. This is a great opportunity to really get to know your guest and have some regular extra income during the busy Christmas period!

**How flexible can I be with my availability?**

Very flexible! The great thing about joining our digs list is that it is all completely controlled by you. You will be able to discuss arrival and departure times with the company members directly, and you can, of course, choose not to accept any bookings which aren’t convenient for you.

**Didn't find an answer to your question? Please contact Stage Door via email on** [**stage.door@hallforcornwall.org.uk**](mailto:stage.door@hallforcornwall.org.uk)**.**

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# Host Code of Conduct

**The below information has been sourced from Equity who work in partnership with Theatre UK to provide better working environments for all theatre professionals….**

All hosts shall make a clear commitment to the workforce that their properties are clean, that suitable electrical safety testing has been completed and that the facilities in their home are in good working order. All hosts shall adhere to the Code of Conduct.

All hosts shall commit to treating theatre workers with respect, as welcome in their homes, and shall respect the guest’s need for privacy.

Hosts will not levy additional charges on to guests in respect of access to facilities in the home. Hosts will confirm their understanding that theatre workers do not have 9-5 jobs and as such require access to heating, hot water and cooking facilities at different times to workers in other sectors of the economy. No restrictions on access shall be imposed on the guest.

For stays of four weeks or more, hosts must charge no more than 80% of the current subsistence. For stays under four weeks, hosts much charge no more than 80% of the current touring allowance rate. allowance rate per week.

**Digs listings shall include:**

* The distance from the property to the theatre with clear information about walking distances and public transport routes/late night availability.
* The facilities available to the guest. The listing should indicate what spaces are private to the guest, which parts of the property are shared and who with (eg: live in landlords, or other theatre workers). If any facilities/spaces in the property are not available to the guest, these should be clearly listed. This should include details about parking.
* Accessibility information. The listing should include whether there are steps up to/inside the property, whether there are smokers or pets in the property.
* Photos of the room and other shared spaces in the property. The listing should indicate when the photos were taken.
* Payment information: how and when payment should be made, information about deposit requirements and cancellation policies.

**Information to be provided at the time of booking:**

Once a booking has been made, the confirmation email sent to the guest shall include:

* How to collect the keys: does the property have a lock box, or will the host be present on arrival?
* Clear instructions on how to find the house. This shall include the full address, detailed instructions on how to travel to it by public transport from the nearest mainline railway station, and back up contact information if the host is not present on arrival.
* The host’s full name and contact information
* Confirmation of price paid and payment schedule, if applicable.

**Information to be provided on arrival**

* Wi-fi code
* Instructions on how to work the heating/hot water
* Location of towels, bed linen etc
* Parking pass (if required)
* Details on recycling/rubbish arrangements
* Agreed check-out time

# HfC Values: How we behave

When it comes to the future of Cornwall, to entertaining our diverse audience, to meeting people at they are and providing everyone with opportunities to experience the thrill and power of performance, we’re all in.

# **Passion**

We are dedicated, brave, heartfelt, loving.

# **Empathy**

We are considerate, open, understanding, inclusive.

# **Grit**

We are determined, tireless, grounded, focused.

# **Gusto**

We are playful, enthusiastic, imaginative, hungry.

# Equality and Diversity Policy

# **Introduction**

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

The terms equality, inclusion, diversity and equity are at the heart of this policy.

‘Equality’ means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. ‘Inclusion’ means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution.

‘Diversity’ means the celebration of individual differences amongst the workforce. ‘Equity’ means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all. We will actively support diversity, equity and inclusion and ensure that our workforce is valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

The Leadership Team have particular responsibility for implementing and monitoring the Equality and diversity policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of its principles are essential to eliminate discrimination and provide equality and equity throughout the Company.

Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the HR & Business Support Manager.

Breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.

If you believe that you have suffered discrimination, you can raise the matter through our Grievance Procedure or through our Anti-harassment and bullying policy as appropriate.

# **Our commitment as an employer**

The Company is committed to:

* creating an environment in which individual differences and the contributions of our staff are recognised and valued
* everyone is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
* providing training, development and progression opportunities to all staff
* understanding equality and inclusion in the workplace is good management practice and makes sound business sense
* reviewing all our employment practices and procedures to ensure fairness and inclusion for all
* taking steps to ensure equity amongst our workforce such as ensuring that our vacancies are advertised to a diverse range of potential candidates and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our Company, taking positive action to recruit disabled people and ensuring there are no unlawful barriers to accessing our employment opportunities, training, progression opportunities, benefits and facilities
* diversity in our workforce will be regularly monitored to ensure equal opportunities throughout the Company. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups
* monitoring and reviewing this policy annually.

# **Our commitment as a service provider**

The Company is committed to:

* providing services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
* making sure our services are delivered equally and meet the diverse needs of our service users and clients
* taking steps to ensure equity amongst our clients and service users such as removing any unlawful obstacles to accessing our services or facilities. Where appropriate, measures will be taken to identify and remove unnecessary barriers and to meet the special needs of disadvantaged or underrepresented groups
* fully supporting this policy by senior management and ensuring agreement has been reached with employee representatives, if applicable
* monitoring and reviewing this policy annually
* having clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.

Equal opportunity policy statements

# **Age**

We will:

* ensure that people of all ages are treated with respect and dignity
* ensure that people are given equal access to our employment, training, development and promotion opportunities and
* challenge discriminatory assumptions about younger and older people.

# **Disability**

We will:

* provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities. If we feel that a particular adjustment would not be reasonable, we will discuss this with you and try to find an alternative solution where possible
* challenge discriminatory assumptions about disabled people and
* seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation
* If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate
* We will keep the physical features of our premises under review to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

# **Race**

We will:

* challenge racism wherever it occurs
* respond swiftly and sensitively to racist incidents and
* actively promote race equality and inclusion in the Company
* take positive action to redress the negative effects of discrimination against everyone
* offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

# **Gender**

We will:

* challenge discriminatory assumptions about gender
* take positive action to redress the negative effects of discrimination against everyone
* offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same and
* provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

# **Sexual orientation**

We will:

* ensure that we take account of the needs of everyone, including the LGBTQ+ communities
* promote positive images of the LGBTQ+ communities
* challenge discriminatory assumptions about the LGBTQ+ communities
* take positive action to redress the negative effects of discrimination against everyone and
* offer equal access for everyone to representation, services, employment, training and pay and encourage other organisations to do the same.

# **Religion or belief**

We will:

* ensure that employees’ religion or beliefs and related observances are

respected and accommodated wherever possible and

* respect people’s beliefs where the expression of those beliefs does not

impinge on the legitimate rights of others.

# **Pregnancy or maternity**

We will:

* ensure that people are treated with respect and dignity during pregnancy or maternity leave
* challenge discriminatory assumptions about pregnancy or maternity and
* ensure that no individual is disadvantaged during pregnancy or maternity leave and that we take account of the needs of our employees’ during pregnancy or maternity leave.

# **Marriage or civil partnership**

We will:

* ensure that people are treated with respect and dignity regardless of marriage or civil partnership status
* challenge discriminatory assumptions about the marriage or civil partnership of our employees and
* ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.

# **Part time and fixed term work**

Part time and fixed term staff should be treated the same as comparable full time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

# **Equal pay**

We will ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.