



Lancaster Footlights
Lancaster Grand Theatre
St Leonardgate
Lancaster LA1 1NL
01524 64695 / www.lancastergrand.co.uk

Joining Footlights

What You Get and What You Can Give

Lancaster Footlights is both an amateur dramatics society and owner and operator of Lancaster Grand Theatre. The Grand Theatre has been a major part of the social and cultural life of Lancaster since it opened in 1782 and is one of the oldest working theatres in the country. Now a listed building, the theatre is one of the key North West venues for amateur drama, music and dance and professional touring companies. Lancaster Footlights is a registered charity supervised by Trustees and governed by our own Board. A full-time theatre manager, aided by a small staff, is responsible for organising our all-year programme of acts, but every other Footlights activity is carried out on a voluntary basis. Lancaster Footlights is self-funding, generating its income from the all-year programme together with our own Footlights productions.

What You Get

As a member you will receive the monthly edition of our newsletter *Footnote*, which is sent by email. *Footnote* contains news, information and updates about activities, contact details for our principal departments, and frequent interest items. It is the means by which every member is informed about auditions, group events and important meetings. Our Annual General Meeting, which every member is entitled to attend, is held in September. At the AGM you can vote on decisions and help elect the Board members for the coming year.

In addition to *Footnote*, we run a Coffee Bar at theatre every Saturday from 10:30am to 12 noon. Coffee Bar is likely to be your first opportunity to meet other members, including department officers, and to get involved in the range of activities we carry out. Running a theatre as well as staging our own productions amounts to a busy business: there is a great deal to do.

What You Can Give

You can do as much or as little as you wish. Merely by joining you are assisting Footlights by contributing to funds and promoting our existence. Making an optional Gift Aid further helps us. You can do much more, of course - as much as your time and your interests permit.

If your strength is people skills, we need you in Box Office, at Coffee Bar, with Front of House or as a Chaperone supporting minors. We also need a whole range of abilities from trade and DIY to back office administration. The list is endless because running the theatre involves so very many practical and management activities. And finally, of course, Footlights also stages our own productions at our theatre – four each year at present. These productions need actors and directors supported by extensive back stage production and design work.

Don't worry if you have the interest but not the experience: established members are always helpful and you will soon acquire the experience and find your place in Footlights.

How Membership Works

You can join at any time. The annual membership fee is £15 for an adult and £10 for a student or junior (i.e. someone under 16). The renewal date is 1st May each year; however, as a new member your first renewal will be due in May of the year *following* the calendar year in which you joined. Payment is by cash or cheque only in the first year (we are unable to accept card payment for membership fees) but payment by standing order is recommended at renewal.

Thank you for your interest in joining Lancaster Footlights. We are a very active society and besides all the things mentioned above, membership brings one crucial additional benefit: you will meet new people and make new friends. We very much look forward to meeting you,

Lancaster Footlights



NEW MEMBERSHIP FORM

First name: _____ Surname: _____

Address: _____

Postcode: _____ Home tel.: _____ Mobile: _____

Email: *[please write clearly]* _____

I am interested in taking part in the following (**Note: over 18 only*):

Acting <input type="checkbox"/>	Administration <input type="checkbox"/>	Box Office* <input type="checkbox"/>	Chaperone* <input type="checkbox"/>	Coffee Bar* <input type="checkbox"/>
Directing <input type="checkbox"/>	Front of House* <input type="checkbox"/>	Fundraising <input type="checkbox"/>	Marketing <input type="checkbox"/>	Prompt <input type="checkbox"/>
Set Building/Painting <input type="checkbox"/>	Props <input type="checkbox"/>	Sound <input type="checkbox"/>	Lighting <input type="checkbox"/>	Stage Management <input type="checkbox"/>
Costume Making/Sewing <input type="checkbox"/>	Please tick if you hold a valid enhanced DBS <input type="checkbox"/>			

Membership fee: Full £15, Student £10, Junior (under 16) £10

Please insert amounts – you can include an optional additional donation if you wish

Full £ Student £ Junior £ Additional donation £ TOTAL £

Please enclose **CASH** or a **CHEQUE** payable to: **Lancaster Footlights**

(Please note: we are currently unable to accept card payment of membership fees)

If you wish to **Gift Aid** your total donation to Footlights please complete and enclose a **Gift Aid Declaration**

Your first annual renewal will be due in May in the year *following* the calendar year in which you joined.

Data Protection Policy

In order for the society to be able to operate, your contact details will be shared with the relevant Footlights Officers and other members but only if needed. We will never disclose, share or sell your personal information to any third party companies or advertisers for marketing purposes.

I agree to my data being used in this way and agree to abide by the rules of the constitution:

Signed:

Date:

Please return this Form together with your payment and any enclosures to:

Membership, Lancaster Footlights, Lancaster Grand Theatre, St Leonardgate, Lancaster LA1 1NL

Office use only Filed on: __ __ / __ __ / __ __



Charity Gift Aid Declaration – multiple donation

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current year.
Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my total donation of £_____ and any donations I make in the future or have made in the past four years to:

Name of Charity: LANCASTER FOOTLIGHTS

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

My Details:

Title _____ First name or initial(s) _____

Surname _____

Full Home Address _____

Postcode _____ Date _____

Please notify the charity if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Please return this Form to:

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Office use only

Filed on: ___ / ___ / ___