|  |  |  |
| --- | --- | --- |
| Logo  Description automatically generated |  | **Lancaster Footlights**Lancaster Grand TheatreSt Leonardgate Lancaster LA1 1NL01524 64695[**www.lancastergrand.co.uk**](http://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 Northwest venues for amateur drama, music and dance and professional touring companies. Lancaster Footlights forms part of a Charitable Incorporated Organisation (CIO) and is now named “Lancaster Footlights & Grand theatre” which is self-funding, generating its income from our own Footlights productions, the extensive programme of professional productions and the income from hiring the theatre to other community groups. Note- if you wish to only undertake Coffee bar and Front of House Duties you are welcome to do so. A full-time theatre manager aided by a small number of part time staff, is responsible for organising our all-year programme of acts with every other Footlights activity being carried out on a voluntary basis both front of house and backstage. **What You Get**As a Footlights 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. Footnote, together with social media and our web site are how members are 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 vote in the elections for one third of Board members for the coming year.In addition to *Footnote*, we run a Coffee Bar at theatre on a monthly Saturday morning from 10:30am to 12 noon which coincides with the theatre tours. This coffee bar is likely to be your first opportunity to meet other members, including Footlights officers and to get involved in the range of activities we carry out. CIO members generally fall into one of two categories: front of house or involvement in Footlights performances although there is nothing preventing anyone from doing both. Running a theatre as well as staging our own productions amounts to a busy business and 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 allow.If your strength is people skills, you may like to be involved in Coffee Bars, Front of House or becoming a Chaperone (for performances involving children). We also need a whole range of abilities from trade and DIY to sewing and props. 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 Jan each year; however, as a new member your first renewal will be due in Jan of the year of the *following* year in which you joined. The preferred payment method is credit transfer, but you can also pay by cash or cheque. Payment by standing order is very much appreciated at renewal as it simplifies renewals.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. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Logo  Description automatically generated | Title: |  | Preferred pronouns |  | MEMBERSHIP APPLICATION |
|  |  |  |  |
| First name(s) |  | Surname: |  |
|  |  |  |  |
| Address: |  Post Code  |
|  |  |  |  |
| Landline: |  | Mobile: |  |
|  |  |  |  |
| Email: |  |
|  |  |  |  |
| **I am interested in taking part in the following activities (please enter a number according to preference or place an X in the boxes):** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Front of House** | **Footlights on stage** | **Footlights stage support** | **Other** |
| FOH staff\* |   | Acting |  | Stage manager |  | Sound |  |
| Coffee bars\* |  | Directing |  | Props |  | Lighting |  |
|  |  | Prompt |  | Set building |  | Fund raising |  |
|  |  |  |  | Costume sewing |  |  |  |
| \*Must be over 18  | Chaperone\* |  | NOTE **Backstage must be 16 and over** |  |

 |

|  |  |
| --- | --- |
| If you are interested in becoming a Chaperone, please describe the nature of your work if you already hold an enhanced DBS: |  |
| Current or former Career/Trade/Relevant experience |  |
|  |  |
| **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 (Please enter date of birth – mandatory ) d.o.b. |  |  |  |
| Optional additional donation |  |  |  |
| TOTAL Cash Cheque Standing order BACS Transfer | *Please Ring which method of paying* |  |  |
| Please note that we are currently unable to accept credit or debit card payments for membership fees.Payment by BACS/FPS please: **Our bank sort code 05-02-00 and account no. is 2995 6190.**If payment by cash or cheque, please make the cheque payable to Lancaster Footlights & Grand Theatre. Hand or post this form plus remittance to:The Membership Secretary, Lancaster Footlights, Lancaster Grand Theatre, St Leonardgate, Lancaster LA1 1NL**Gift aiding**: If you are a tax payer (please see note at the foot of this document), it would be much appreciated if you gift aided your total donation to Footlights by completing the enclosed (or attached) **Gift Aid Declaration form** and e-mail it or deliver it by hand or post to the Membership Secretary.Your first annual renewal will be due in 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 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. |
| Signed: |  | Date: |  |

|  |  |  |
| --- | --- | --- |
| Logo  Description automatically generated | Charity Gift Aid Declaration | Multiple donation |
| **Boost your donation and subs payment.****by £2.50 for every £10 you donate or pay your subs**Gift aid is reclaimed by us from HMRC out of the tax you pay in the current fiscal year (see note).Your address is required to identify you as a current UK resident and is a matter of record. |
| To Gift Aid your donation please enter an X this box: |  |  |
|  |  |  |  |
| I want to Gift Aid my membership fee of  |  |  and any donations I make in the |
|  future or have made in the past four years to: |  |  |  |
| Name of charity: | LANCASTER FOOTLIGHTS & GRAND THEATRE |  |  |
|  |  |  |  |
| 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: |  |  |  |
| First name or initial: |  |  |  |
|  |  |  |  |
| Surname |  |
|  |  |  |  |
| Address: |  |
|  |  |  |  |
| Signed: |  |
|  |  |  |  |
| 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.Basic rate taxpayers who are requested to complete a tax return must also enter gift aid details on their return form.Please return this Form by email to **members@lancastergrand.co.uk** or post or deliver to: The Membership Secretary, Lancaster Footlights, Grand Theatre, St Leonardgate, Lancaster, LA1 1NL***Office use only: please register GA on database then pass this declaration to Finance.***  |

|  |  |
| --- | --- |
| Standing Order Mandate | LANCASTER FOOTLIGHTS |
| **\*\*\*\* PLEASE COMPLETE, SIGN AND PRESENT THIS FORM TO YOUR BANK \*\*\*\*** |
|  |  |  |  |
| Payers bank details: |  |  |  |
|  |  |  |  |
| Bank: |  |  |  |
|  |  |  |  |
| Branch: |  |  |  |
|  |  |  |  |
| Account to be debited: |  |  |
|  |  |  |  |
| Sort code(6 number code) |  | - |  | - |  |
|  |  |  |  |
| Account number(8 number code) |  |  |  |
|  |  |  |  |
| Beneficiary details: |  |  |  |
|  |  |  |  |
| Sort code | 05 - 02 – 00 |  |  |
|  |  |  |  |
| Account number | 2995 6190 |  |  |
|  |  |  |  |
|  | Yorkshire Bank, Penny Street, Lancaster |  |  |
|  |  |  |  |
| Account name: | Lancaster Footlights & Grand Theatre |  |  |
|  |  |  |  |
| Details of payment: |  |  |  |
|  |  |  |  |
| Amount:  | £15 (Fifteen pounds) |  |  |
|  |  |  |  |
| Frequency: | Annually |  |  |
|  |  |  |  |
| Date: | (Please overwrite if inconvenient) | Commencing |  |
|  |  |  |  |
| Signature(s): |  |
|  | **\*\*\* Please pass this form to your bank \*\*\*** |  |  |
| Date: |  |  |
|  |  |  |
| Reference: |  |  |
| Please only add a reference with member’s name if different to account name above |  |

|  |
| --- |
| **Taxpayer Note**The tale of an unknowing taxpayer (It's coded out).When is a person not a taxpayer?In the case of a retired teacher/nurse/civil servant/local government official etc despite the fact you might not get the cheque book out for the taxman or you might not have to complete a tax return you are still a UK taxpayer. How so? You will bear tax by way of your state pension being coded out against your other pension. If your annual P60 shows any tax deducted, then you are a taxpayer.Provided the tax take is more than £15, you can sign up to have your Footlights subs to be gift aided. The above assumes, for simplicity that no other gifts are gift aided.Current tax year single person personal allowances are £12,500.Please note, the above does not constitute tax advice. If in doubt, please seek professional advice.**Other note: About this form**The forms can be printed off, completed by hand, and then emailed to members@lancastergrand.co.ukor posted to The TheatreORCompleted electronically and emailed to members@lancastergrand.co.uk using an e-signature facility If members do not have an e-signature facility, the forms can be typed-up as far as possible then printed ready to be signed and emailed to members@lancastergrand.co.ukMembers are encouraged to type as much as possible, thanks.Free space for members to provide additional information, comment and note to self: |
|  |
| If you wish to share, please email this page to members@lancastergrand.co.uk |