



## Membership

Becoming an annual member of Greentop offers access to **as much Artist Practice Time as you need all year round** (subject to availability) and discounts on classes courses and events all **for a single cost of £120/year (equivalent to £10/month)**. There are also options for Holiday time only membership plus Monthly and Daily APT training.

APT only	Price	Concession	Benefit
Month	£20 / month	n/a	Access to APT slots over one month. A validation is needed on the first day with a one-off additional cost of £5
One day	£10/ day	n/a	Access to APT slots for one day. A validation is needed on the first day with a one-off additional cost of £5
Membership	Upfront payment	Rate for monthly payments over 1 year.	Benefit
Annual	£120/year	£12 per month (£144/ year) Concession: £10 per month	Annual membership includes validation and all APT time, discounts, and option to join advisory group. Paid upfront or by 12 monthly payments.
Holiday membership	£80/year	£8 per month (£96 per year) Concession: £6.66 per month	Holiday membership includes validation and all APT time in holiday times and discounts. Paid upfront or by 12 monthly payments.

## Annual Membership

### Benefits

1. As a member you can use the space for as much training as you need, subject to availability:

**APT fixed slots** guaranteed each week in term time are:

Tuesday: 15.30 – 17.00

Wednesday: 13.00 – 16.00

**Provisional slots** available on the calendar in term time:

Monday: 9.00 – 11.45, 15:30 - 18.00.

12 - 15.30 limited availability

Tuesday: 11.30 – 13.30

Wednesday: 9.00 – 13.00

Thursday: 9.00- 12.00 limited availability

14.15 – 16.15

Friday: 10.00 – 17.45

Saturday: from 17.00

Sunday: varying availability

A **Supervised slot** is available each week during term time.

Wednesday: 19.45 – 21.15

This is suitable for students and members as a teacher is present. These are free to members but **must be booked**. (email [leadteacher@greentop.org](mailto:leadteacher@greentop.org) for a discount code).

Fixed, Provisional and Supervised slots will change in school holidays with APT provisional slots changing to weekday evenings from 16.30 and all day on weekends. See timetable below in Holiday APT. These may change subject to new programme activity.

To access Provisional slots, you will need one other member to train with, this can be arranged via the APT WhatsApp group. Then **call the office to book** and check if you will need a key holder for access.

2. Annual members receive special discounted rates for evening classes, weekend workshops, and masterclasses, in addition to reduced-price tickets for our shows and cabarets and discounted rates on centre hire.

3. Annual Members are invited to be part of an Artist Development advisory group helping us shape the programme and plans to support you.

## Holiday Membership

### Benefits

1. As a holiday member you can use the space for as much training as you need during the dates of the **Sheffield school holidays**, subject to availability.

**Provisional slots** available on the calendar in school holidays:

Weekday evenings from 16.30 -21.30  
All weekend – subject to weekend workshops

**Supervised slots** are suitable for students and members as a teacher is present.

These are free to members but **must be booked**. (email [leadteacher@greentop.org](mailto:leadteacher@greentop.org) for a discount code)

Fixed, Provisional and Supervised slots will change in school holidays with APT provisional slots changing to weekday evenings from 16.30 and all day on weekends. These may change subject to new programme activity.

To access Provisional slots, you will need one other member to train with, this can be arranged via the APT WhatsApp group. Then **call the office to book** and check if you will need a key holder for access.

2. Holiday members receive special discounted rates for evening classes, weekend workshops, and masterclasses, in addition to reduced-price tickets for our shows and cabarets and discounted rates on centre hire.

## Monthly and Daily Artist Practice Time

Artist Practice time is available on a monthly and daily basis for irregular training or visiting artists. An initial validation of safe training will be required for either of these. This can be arranged by contacting [leadteacher@greentop.org](mailto:leadteacher@greentop.org)

Monthly and daily APT training is available in any of the APT slots defined above. To access Provisional APT slots, you will need one other member to train with and can be arranged by contacting [leadteacher@greentop.org](mailto:leadteacher@greentop.org) or joining the WhatsApp group. Then **call the office to book** and check if you will need a key holder for access.

**Supervised slots** are suitable for students and those accessing Daily and Monthly APT, as a teacher is present. These are free but **must be booked**. (email [leadteacher@greentop.org](mailto:leadteacher@greentop.org) for a discount code)

Fixed, Provisional and Supervised slots will change in school holidays with APT provisional slots changing to weekday evenings from 16.30 and all day on weekends. See timetables above. These may change subject to new programme activity.

## Payment information

### Paying in a lump sum

Please make a bank transfer to Greentop's account:

**Greentop Community Circus Centre**  
**Co-operative Bank**  
**A/c: 65011034**  
**Sort code: 08 90 75**

Please reference: 'Annual Membership', 'Holiday Membership', 'Monthly APT' or 'Daily APT'.

Cash is also accepted for lump sum payments. Unfortunately, we don't accept cheques.

### Paying for annual membership on a monthly basis

At point of making first payment, please set up a standing order for the monthly amount and set it to last for 12 months, to the account above. Please set this up to coincide with your joining date e.g. if you start on the 15<sup>th</sup>, payment will be due on the 15<sup>th</sup> of every month.

## Terms and conditions

1. Membership is subject to a satisfactory validation of your ability to train safely in your discipline(s). The validation may offer best practice recommendations and will include an induction to the space and equipment.
2. For annual membership, payment is made by a single cash payment or BACs transfer for the 12 months from the date of starting training.

3. For annual membership paid monthly, membership should be paid via standing order for 12 months set up to coincide with your joining date e.g. if you start on the 15<sup>th</sup>, payment will be due on the 15<sup>th</sup> of every month.
4. Annual memberships paid monthly are due for the entire year. If monthly payments are not received, you will not be able to use APT training sessions and you will receive no further course discounts.
5. All members must respect the APT Code of Conduct (see below) and adhere to the Safe Training Principles and the Safeguarding and Health and safety policy and procedures posted here <https://www.greentop.org/home/policies/> and on the notice board. The validation process will provide an induction to some of these requirements.
6. Concession membership is offered with proof of: NUS students, under 16's, OAP's, means tested or disability benefits.
7. APT is offered on a first come first served basis (irrespective of membership type) with an approximate maximum capacity of 12, depending on equipment used. Please expect to share equipment where needed. Please respect the decision of the Lead Teacher or representative when deciding on capacity in relation to safe practice.
8. All the membership fees go towards subsidising artist practice times.
9. Note Greentop is closed to all training for approx. 5 days in April and October for rigging inspection and over Christmas bank holidays.

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## APT Code of Conduct

Greentop is committed to providing a safe, respectful and inclusive environment where we can all train, learn, create and work effectively. This commitment is stated in our Inclusion Manifesto as posted in the café area which we expect all users to adhere to. These guidelines intend to clarify questions that have been raised over the last 12 months.

- **Respect noise levels** and use headphones where possible. Recognise some people require quiet to concentrate (as does the office). Seek consent with other users when using the speaker.
- **Mats/Equipment:** Make sure mats and all equipment are put away neatly at the end of your APT session – this is the default. You can check with a teacher/member of staff if any mats or equipment can be left out. Personal equipment should not be left in the space, including the Green Room.
- **Heating and fans:** please use the heating and fans as per the instructions on the pillar in the café. Ensure heating is off when leaving the space.
- **Booking:** Please use the APT WhatsApp group or the calendar to identify another training partner and building access. It's then necessary to phone in to book activity so we can check access arrangements and make sure each user has a current membership. Please only call in Office hours which are: Monday to Thursday 9am – 5pm. If you want to book a training session at a weekend, this needs to be booked by 5pm on Thursday.
- Please note: Messages to the Lead Teacher or emails to Greentop over weekends or evenings will not be responded to until the next office day. If a training session has been booked in for over the weekend that you wish to join, you can leave a voicemail to say you'll be attending (provided you have a valid membership and there is enough space). The office can then add you to the booking retrospectively on the Monday.
- **Discount codes:** please do not pass these onto others as they may not be members or in receipt of a bursary.
- **WhatsApp group use:** Please do not message at unreasonable times i.e. not after 10pm or before 9am or expect a response over the weekend. Please leave at least a day for response time – i.e. book in advance!
- **Rule of Two:** For clarification this rule of two people being required to train applies for any aerial or other high risk training e.g. high risk acro/ escape act. If you are warming up and your training partner is arriving late please continue to warm up until your partner arrives.

- **Ending your session:** Please respect start of class times by finishing on time at the end of the APT session and being clear of the car park at least 15 minutes before the start of a class. This helps us ensure our safeguarding responsibilities, that teachers can set up on time, and enables parking to be smoother.
- **Safe practice:** please refer to the Principles for Safe Training on the Adult noticeboard
- **Safeguarding:** Safeguarding is everyone's' responsibility. If you have any concerns please see the Safeguarding incident flow chart and contacts on the Legal/trustees noticeboard and the Safeguarding policy on the web site; <https://www.greentop.org/home/policies/>
- **Space use:** Information and expectations about your use of the space were detailed in your induction. A copy of this is on the Adult noticeboard.

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## Private Teaching

If you are a tutor, you may use the space to teach private classes. This does not require you to be a member. Private teaching can take place during APT times. You will be required to provide proof of Public Liability Insurance. To book a private teaching slot please email [leadteacher@greentop.org](mailto:leadteacher@greentop.org)

Teaching group size	Member Cost/hour	Non-member cost/hour	
Teaching 1 or 2 people	£6.00/hour	£8.00/hour	Per teacher
Teaching 3 or 4 people	£14/ hour	£20/hour	
Teaching 5 or more people	£23/ hour	£46/hour	exclusive use of the space