

## **THEATER**

The Center's theater is a quality, plush venue suitable for a variety of activities. In order to maintain its quality, we have established these rules and guidelines for its use.

A CLEANING DEPOSIT of \$400.00 may be required.

### **CAPACITY/TICKETS**

**Theater capacity is 607**, maximum including children of any age. Everyone **MUST** be seated. Attendees are **NOT** permitted to stand or sit in aisles or other than in fixed seats (or, in the wheelchair areas).

If your event is a public event, you **MUST** provide tickets together with a certified ticket manifest showing that not more than 607 tickets have been printed for any one performance. Each attendee, including children, must have a ticket.

You must also designate a security contact for your organization and provide ushers (who may be volunteers) to help assure that attendees fill all available seats, monitor exit doors and assist with preventing more than 607 people from entering the theater.

You must also require those leaving the theater for an intermission to have a ticket to return.

### **PROHIBITED ACTIVITIES**

Food and beverages are not permitted in the Theater including the projection/control room and interpreter's booth. During events, Building Security staff will be stationed at the entrance to the Theater to politely remind guests of these rules.

By prior arrangement with the in-house caterer, food and beverage service may be provided in the Green Room only.

Arrangements to feed staff and stagehands during lengthy productions and during load in and out can be made through your Event Manager. Canned string, serpentine spray or similar products may not be used.

### **MOVE IN/OUT**

All equipment must be brought in through designated loading docks or across the bridge from the third level of the parking structure. Other than hand carried items, no equipment may be brought in through the public areas.

After unloading, vehicles must be moved to designated parking areas. Vehicles left at the loading dock or in other unauthorized areas will be cited and towed.

The Center is not responsible for equipment, props, etc., brought into the Theater by clients. You assume all responsibility and liability for losses, damages and claims arising out of injury or damage to displays, equipment and other property brought upon the premises of the Convention Center.

All equipment and other items provided by the client must be removed by the specified move-out time.

All stage and technical facilities must be returned to their original condition by the move-out time. Clients will be charged for any labor by Center personnel necessary to complete restoration work. A walk through inspection must be made before and after the event.

## **PRODUCTION, PLANNING, SET-UP, REHEARSAL**

**A Pre-Production Meeting between you, the Event Manager and/or Center Technician must be scheduled, well in advance of the event. You must provide floor plans, lighting plots and power requirements at that time. Setup, focus, sound checks and rehearsal times will be established at that meeting.**

All equipment you bring into the Center must be UL listed and in a safe, operable condition. We reserve the right to prohibit the use of equipment, we consider unsafe to use.

On-stage construction is not permitted except with the approval of the General Manager. Painting on stage, backstage or anywhere in the Theater is prohibited.

**No modification to any stage or Convention Center equipment will be permitted.**

All lighting, power and rigging must be set up prior to rehearsal and all changes must be authorized by the Center. All work must be done by qualified technicians and in accordance with local codes and Federal/State OSHA regulations.

**All technical operations must be performed by Projection, Inc. or by technicians they have qualified. No one other than authorized technical operators will be permitted in the projection/control room or interpreter's booth during an event rehearsal or performance.**

**No one other than personnel authorized to focus lights is permitted on the over house catwalk.**

## **DANCE RECITALS**

Organizers of dance recitals and other children's functions must provide an adequate number of chaperones or monitors to keep the children under reasonable control.

Our objective is injury prevention and avoiding undue wear and tear on the building.

Of particular concern is sitting on the handrails along the emergency walkway. We also want to avoid having the children disrupt other events, which may be in the building.

Use of corridors and hallways for dressing rooms is inappropriate.

## **OTHER**

Whenever the projection/control room or interpreter's booth is in use, a Projection, Inc. Technician must be present. An hourly labor charge will be made and may be subject to a four (4) hour minimum and overtime including sixth and seventh day premiums. These charges will apply to set up, focusing and rehearsal times as well as to the event itself.

The operation of stage lighting is costly. You are asked to limit the use of such lighting to focusing, rehearsal and the event (performance) itself.