

Introduction:

The Heritage Playhouse is administered by the Gibsons Landing Heritage Society (G.L.H.S.) and run by dedicated volunteers who complete all the associated tasks such as cleaning, maintenance, purchasing supplies, running the concession, ushering, banking and gardening. Please help our army of volunteers by respecting the following guidelines and by leaving the Playhouse as clean or cleaner than you found it.

The Auditorium

- Please make sure that your group members nor your audience bring any type of food, candy or drink (except BOTTLED WATER) into the auditorium.
- After the performance, please check under the seats and remove any programs, tickets, ** water bottles, etc. that have been left behind. ** water bottles can be placed in the recycling containers in the foyer.
- All seats should be returned to an upright position

The Performance Space

- All set pieces should be built and painted elsewhere before being assembled on the performance space. NO SAWDUST PLEASE! Last minute paint touchups should be completed with plastic sheets protecting the floor and walls. LATEX PAINT ONLY PLEASE. If walls, floors or curtains are damaged, please contact our the manager for advice on fixing the damage. Any unrepaired damage will lead to the loss of your damage deposit.
- If the floor is marred, you are required to repaint it on the last night of occupancy (2 gallons of FLAT BLACK LATEX)
When erecting sets, please use SCREWSNO NAILS..... and remember to fill in any holes when you are striking the set.
- All props and stage pieces must be removed at the end of your show. The backstage space must be returned to its original state in time for our next booking.

Garbage

- Recycling of water bottles, pop and juice cans/bottles and paper programs is encouraged. Receptacles are provided in the foyer.
- Each user-group is responsible for the immediate removal of any garbage they may have accumulated, either in the foyer, the performance area, the backstage area or in the Green Room. Under no circumstance is food to be left in the Playhouse except inside the Green Room refrigerator during a "run". At the conclusion of the run, please ensure that the fridge is emptied of all food.
- Please check all garbage containers to make sure they do not contain food or food containers of any kind..

Lighting and Temperature Controls

- Heating/Air Con controls are adjusted by heritage manager or technician only.
- Please see that side exit doors are kept closed
- Only work lights will be used for rehearsals other than tech rehearsals. Booth equipment is not to be touched without prior permission from authorized theatre technician

Use of Fire

- In general, the use of open flames on stage is strongly discouraged, no matter what substance is used to create the effect. Acts that include “fire-eating”, twirling etc. will not be allowed
- The use of candles will only be considered if they are in stable containers and have been cleared by Kerry Mills and the Board of Directors of the G.L.H.S. A written application must be forwarded to the GLHS Board before permission will be given
- In all instances where a form of open flame is involved, a fire-extinguisher is to be kept in the wings and “manned” by a qualified person approved by Kerry Mills

Piano Rental

- The cost of using the Heritage Playhouse piano is \$25 per day in addition to the usual rental fees.

Special Sound Needs

- The acoustics in the Heritage Playhouse are excellent. If, however, you have a need for some sound equipment, we can recommend some experienced sound technicians.
- All technicians are paid directly by the user-group.

Special Notes for Producers

- Please check our brochure re: rental costs, our web-page (www.heritageplayhouse.com) for available dates and our “technical information sheet” for stage dimensions and equipment details.
- The Heritage Playhouse will arrange the technician for your event
- Your booking will only be confirmed when we have received a cheque for \$100 (refundable) as a damage deposit.

The Foyer & Exterior of Building

- three posters of your event will be displayed in the Playhouse by the manager
- Displays must be approved by the manager. NO PINS or tape are to be used on the walls
- Nothing, other than paper, is to be placed on the **foyer piano**
- Nothing is to be attached to the exterior of the building without prior permission of the G.L.H.S.

Please note the following:

- You should be aware in advance of any videotaping of your show, so that the placement of video equipment does not interfere with the technician's sight-lines NOR with the exit doors. Please inform the technician a week before the "tech" rehearsal.
- It is up to the individual producer to see that their guidelines for the use of cell phones and flash cameras are included in the programs they distribute.
- The Heritage Playhouse does not accept telephone messages for seat reservations under any circumstances.
- In designing your advertising materials, please include a contact number for those audience members needing special seating. e.g. wheelchair-bound
- You can inform the ushers each evening of the number of seats to be reserved for audience members with special seating needs. This should be done BEFORE the doors are opened, so that the ushers can place reservation signs on the required number of front row seats.
- Each user group is required to have a **Front-of-House (F.O.H.) person**
See page 4 of guidelines for details of responsibilities

We provide: -

- ushers, concession, and box office. The need for these volunteers should be communicated at the time of the booking. The use of ushers is mandatory.
- Please NOTE; Box office will be provided *only* if the tickets indicate one price for the performance. In cases where there are complex ticket prices, your Producer might be asked to arrange your own box office person. Ticket prices should be communicated to the manager at the time of the booking.

Parking

- Your **F.O.H.** person is asked to ensure that no car is parked in the fire-lane at the rear of the building, or the area marked with a yellow line on North Road. Anybody parking in either of these places will have their vehicle towed.
- By the terms of our formal Parking Agreement, additional parking is available at the Anglican Church across the road.

Front of House Person (F.O.H)

All performance groups must provide their own F.O.H. person.

Responsibilities:

- The F.O.H. is responsible directly to the producer. If any issues arise which are unfamiliar, the producer will help you.
- To provide continuity, the F.O.H. should be at each night of the production
- The F.O.H. is responsible for the audience and for all areas of the Playhouse that are outside the performance and technical boundaries, e.g.- the auditorium, the foyer, the washrooms.

The F.O.H. will

- show up 1 hour before show starts
- inform box person as to whether cheques are permissible and who they are made payable to
- inform ushers as to whether any reserved seating is required.
- inform the technician (in the booth) and the concession personal about intermission times and length.
- let the technician know when they are ready to open the house (30 min. prior to show start time)
- hand out programmes.
- inform the technician when the audience is in.
- assist the ushers with opening and closing the auditorium doors.
- remain in the lobby during the performance to ensure that no vandalism takes place in the washrooms or lobby area.
- check that no cars have parked in the fire lanes behind the building and will inform the producer & or the audience to move them.
- be sure to know the escape routes and where the fire extinguishers are situated.
- be responsible for the revenue from the box once the cash up is complete