

REGULATIONS GOVERNING THE USE OF THE GIBSONS HERITAGE PLAYHOUSE

1. Reservation of the Heritage Playhouse is on a first-come, first-served basis.
2. The Playhouse does not sell tickets or accept seat reservations.. Please include a **contact number** on your advertising materials so those requiring special seating can contact you. **144 seats only** are available for sale.
3. All clients must supply their own Front of House person for each performance. See *F.O.H. job description*.
4. Water only is permitted in the auditorium seating area and on stage.
5. No posters, signs, notices, or other material are to be mounted anywhere in the facility or on the exterior of the building by the client.
6. The stage curtains are not to be removed or tampered with by the client. Please consult the house technician.
7. No furniture or equipment may be moved from any specific area of Playhouse without the permission of the Manager. Any item given clearance must be returned to the specific area it was removed from. All fire exits must be kept clear at all times. **Audience overflow chairs are not permitted under any circumstances.**
8. The client is responsible for the conduct of any engaged or invited individuals to Heritage Playhouse. There is no smoking at the Playhouse.
9. The management endeavors to keep all stage and backstage areas as safe as possible. We ask that you do the same.
10. Floor level stage lights get hot. Experienced persons only, are permitted on the sides of the stage during their use. Orientation can be provided by the Heritage Manager in the event that the client or their staff are unfamiliar with their use.
11. The GLHS shall not be held liable in any way for damage or loss of private property.
12. Approved Heritage Playhouse personnel must operate the lighting console.
13. Approved Heritage Playhouse personnel must operate or oversee the use of the sound mixer and other Playhouse sound equipment. In the event that the client would like to bring their own sound technician, the client must pay our sound personnel to be present during the use of our equipment.
14. The house lighting and or sound technician must receive notice of technical requirements at least 2 weeks prior to date of event. The technician costs are **not** included in the rental rate quoted by the Playhouse. All technician costs are paid directly to the technician in charge of your event.
15. Auditorium aisle overhead lighting must be on during dress rehearsals or anytime that the stairs are being used.
16. Any special effects (e.g.,strobe lights, special motors, fog machines, running water, live animals etc,) used by the client must be discussed with the house technician and the Manager prior to the rental. Open flames are not permitted.
17. Use of the house tools and equipment is the exclusive privilege of Heritage Playhouse staff and approved personnel. Last minute emergencies cannot always be accommodated.
18. Use of the piano must be discussed 2 weeks prior to occupancy. There will be a charge of \$35, per performance, for its use.
19. Damage or loss to the Playhouse or its contents, including, but not restricted to, lights, plumbing, curtains, tables, chairs, other equipment, works of art, supplies, etc. (other than reasonable wear and tear) shall be made good by the client immediately after the rental period. See *Post Show Clean Up for details for cleaning responsibilities*.
20. The Playhouse provides a basic lighting plot. Lights may be moved, but the basic plot must be restored as part of your strike.

Failure to comply with these regulations may result in a loss of your cancellation fee or a halt in your production.

I, the undersigned, have read, understand and agree to the above regulations.

Name: (print) _____ Signature: _____

Title: _____ Date: _____

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 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.
- F.O.H. is not responsible for box office. The box office person can be supplied by the client or the Playhouse
- The F.O.H. is responsible directly to the producer. Unfamiliar issues should be taken to the producer.
- To provide continuity, the F.O.H. should be at each night of the production

The F.O.H. will

- show up 1 hour before show starts
- inform box person as to whether cheques are permissible and to whom they are made payable.
- inform ushers as to whether any reserved seating is required.
- inform concession of break time
- inform the technician (in the booth) and the concession 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 programs to the audience
- inform the technician when the entire 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, or late comers attempt to enter auditorium.
- attends to all FOH clean up and garbage removal
- does not have key or access to the Heritage Playhouse office.
- check that no one has parked in the fire lanes behind the building. Inform the audience to move them.
- be responsible for the revenue from the box once the cash up is complete

Post Show Clean Up

The Gibsons Landing Heritage Society is a non profit Society and the duties around the Playhouse itself are carried out by volunteers.

In an effort to continue to keep the rental costs low we need your cooperation with regards to clean up after your show. Clients will be charged a \$50.00 cleaning fee, if in the opinion of the Manager, or the house technician, these areas will require more than one hour of routine cleaning.

We ask that you leave the playhouse in the same condition that you found it.

Thank you for your cooperation

Required cleaning.

Green Room

Including back entrance and washroom.

- All floors vacuumed and washed. (vacuum, floor mop, bucket, cleaning agents provided)
- All mirrors, counter tops, desk top cleaned.
- Chairs stacked.
- Fridge cleared out.
- Washroom fully cleaned and sanitary -toilet, sink and counter, mirror, floor.
- Back entrance hall washed and clear of clutter.
- Remove all bags, articles of clothing, make up, etc.
- Wash all dishes used.
- Turn heat off.
- Take garbage with you (washroom & green room cans). The theatre has no garbage pick up.

Backstage

Including stairs to green room

- All items must be returned to their original place if any rearranging has been done for your performance.
- Vacuum floors including stairs to green room.
- Please remove all props and personal belongings as you exit the theatre at the end of your rental.

Stage

- Sweep stage as you leave
- if you have used any screws on the stage please fill the holes
- If you have used heavy sets and the paint is marred we require that you paint the stage. Use only high quality flat black latex (1 gallon).

Lighting Design

- If you have used your own light designer they must restore or refit the theatre lighting to its original hang during the strike.