

## REGULATIONS GOVERNING THE USE OF THE GIBSONS HERITAGE PLAYHOUSE EVENTS THAT REQUIRE SET CONSTRUCTION

1. All regulations from Schedule "A" are in effect and the document signed.
2. A set design plan must be submitted to the Manager for approval prior to any construction.
3. The Playhouse has no storage space for props to be stored ahead of your scheduled occupancy date.
4. All sets must be built and painted elsewhere before arriving at the Playhouse to be assembled in the performance space.
5. The Playhouse back deck is **NOT** to be used to build and paint sets. If touchups are required please see that the area used is protected with plastic sheeting.
6. When erecting sets use **SCREWS ONLY**. No nails. Holes must be filled and painted when you strike.
7. LATEX PAINT ONLY.
8. The stage floor is not to be painted with any colour other than flat black latex without a written request submitted to the GLHS for approval.
9. No paint cans, brushes, rollers or other paint material are to be stored in the auditorium or the foyer area. We have a paint room downstairs for this. Touch up paint cans and materials are to be kept back stage when in use.
10. No paint materials are to be cleaned in the foyer washrooms or concession area. Please use the green room tub.
11. No pins, tape or other materials are to be used on the blacks or wings.
12. All props and stage pieces must be removed when you strike.
13. Backstage must be restored to its original state when you strike.
14. If walls, floors or curtains are damaged please contact the manger for advice on fixing the damage. Any unrepaired damage will lead to the loss of your cancellation fee.
15. If the stage floor is marred, you are required to repaint on the last night of occupancy (1 gallon high quality flat black latex).
16. Any adjustments or handling of the blacks or wings are to be done by the house technician only.
17. Work lights only are permitted during set up and rehearsals.
18. Thermostat controls are to be adjusted by house technician or Playhouse manager only. Please keep doors closed when heat or air conditioning is running to help reduce operational costs and in turn maintain lower rental rates.
19. Please ensure that none of your group members nor your audience bring any type of food, candy or drinks into the auditorium at any time during set construction, rehearsals or performances. Bottled water only is permitted. Nothing should be placed on foyer piano.
20. If you bring food or beverages into the Playhouse during your set up it must be consumed in the foyer or green room. Please remove the garbage immediately. It attracts pests and the smell permeates the building quickly. Leave the concession area clean or cleaner than you found it.
21. Please take all food items from the green room fridge when your show ends.

***Failure to comply with these regulations may result in a loss of 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: \_\_\_\_\_