

**PALM BEACH STATE COLLEGE
EISSEY CAMPUS THEATRE**

HOUSE RULES

The following House Rules for the Eissey Campus Theatre will be in affect at all rehearsals and performances. *Should any of these rules not be adhered to the staff of the Eissey Campus Theatre have the right to discontinue any rehearsals and stop any performances until the issue has been resolved by the group.*

Backstage:

MAXIMUM PERFORMERS BACKSTAGE:

A maximum of 100 performers may be backstage at any one time...this policy will be strictly enforced. Any additional performers over 100 will be asked to leave the backstage area. Failure to immediately comply may result in a discontinuance of the rehearsal until order is restored by the group that has rented the facility. If this rule continues to be broken future use of the theatre may be denied.

Lessee shall be **responsible for any and all damage to the Theatre premises and equipment** caused by acts of Lessee or Lessee's agents, employees, patrons, guests and artists whether accidental or otherwise. **This includes defacing property with make-up, aerosols, tape, etc.**

The Lessee agrees that where food and beverages are required on premises for cast and/or crew, **the only area where such food and beverage may be served is in the Dressing Rooms, backstage hallway and/or portable building located directly behind the theatre.** All food and beverage is strictly prohibited on the stage. Only bottled water is permitted on stage. During rehearsals performers may eat in the lobby area.

Rehearsals:

Only performers and necessary personnel can attend rehearsals (see name tag requirements below). Observers should be discouraged from attending. Any disturbance or inability for staff to communicate with participants because of excessive noise will result in a discontinuance of the rehearsal until order is restored by the group that has rented the facility. If this rule continues to be broken use of the theatre may be denied.

Stage Crew Breaks:

It is our policy to provide the stage crew a **full one hour break after 5 hours of working.** The renter will not be charged labor costs for this hour break, however, please be aware...

- If the crew's break is cut short, you will be billed labor for the full hour.
- If only a ½ hour break is provided, you will be charged labor for the full one hour break unless the renter provides a meal for the full crew.

Therefore, it's advantageous for the client to work out the break schedule with the Stage Manager **before** the work day begins. The break can be scheduled any time during the day as long as there is no more than 5 hours in any one stretch. If the total day is 6 hours or less, no crew break is necessary.

Piano Tuning:

USE AND TUNING OF THE THEATRE'S STEINWAY PIANO The Lessee understands that the use of the theatre's Steinway grand piano (Model B) is included in the theatre rental fee. The Lessee may request to have the piano tuned, by the theatre's authorized tuner, at the Lessee's expense of \$135.00 (subject to change without notice). The Lessee agrees to pay for this tuning by check at the time of the tuning which will be arranged through the Technical Director.

Name Tags:

All necessary personnel (besides performers) must wear name tags during rehearsals and at performances so they may be easily identified by Eissey Campus Theatre staff.

Concessions/Sales:

The college has an exclusive on all food service at the Eissey Campus Theatre, therefore, rental groups MAY NOT sell anything consumable at their performances including, but not limited to, candy, soda, water, cotton candy, cookies, cakes, pies, popcorn, chips or any type of food or snack food. You may sell anything other than food and drink at your performances including flowers, videos, tee shirts, etc. **No food or drink (except water) is allowed in the theatre seating area or on stage under any conditions.**

Parent Information Letter (for dance recitals and school shows):

We require a copy of any information letter that you send to your parents. *A copy of the letter is to be given to the Ticket Office Manager one week prior to the first rental day.* The letter must state the following:

1. The use of cameras and video during performances is strictly prohibited.
2. No one except performers and necessary personnel may attend rehearsals. Name tags are required for non-performers.
3. Instructions for parents on which entrance to drop off performers for rehearsals *and for day of show*. Your options for entrances are east or west stage doors...all other entrances will be inaccessible from outside for safety and crowd control purposes.

Cameras/Video/Audio:

This is a reminder of the theatre's policy, prohibiting patrons from using videos and cameras during the performance except at graduations and awards ceremonies. If the House Manager or an Usher sees a patron entering the theatre with a camera or video camera they will request that the patron not use the camera/video during the performance, explaining that it is a House Rule. We will not prohibit them from taking the camera/video into the theatre. If you wish to completely stop people from taking cameras/video into the theatre and using them, someone from the rental group must do the enforcing. An announcement will be made over the house speakers just prior to the curtain that "the use of video, photography and audio recording devices is not permitted during the performance for the safety and welfare of the performers".

Lobby and Seating Area: *(including guidelines for outside contractors hired by the renter)*

While we want you to have a fun and wonderful event while you are here there are some rules that must be followed in the lobby and the house areas for safety reasons...

1. **Confetti, streamers or glitter** – any type of confetti cannon, streamers, glitter, etc. *Anything* besides a program that you wish to distribute in the house or shoot into the seating area *must be approved at least two weeks before your event by the Technical Director*. **No exceptions**...if you bring it to the event without pre-approval you will not be allowed to distribute it or shoot it.
2. The installation and operation of sound and/or lighting control consoles in the audience chamber of the Eissey Campus Theatre must be approved by the Technical Director prior to load in. It is understood by the Lessee that usage of **the house audio system will be limited to no more than 100db of sound pressure.**
3. Running or jumping by non-performers is not allowed in the theatre. Audience members may not sit on the backs of the chairs or climb over or under the railings and standing on chairs is prohibited. Audience members who violate the rules after being warned will be asked to leave. Smoking in the theatre is prohibited. This includes tobacco and non-medical vapor inhalers. Failure to comply may result in the discontinuance of the rehearsal or performance.

Outside Contractors: – if you hire an outside contractor *(including videographers)* to provide any of the above items at your event...please be aware of the following:

1. Name of the outside contractor, their contact information and what they are providing is due to the Technical Director at least 2 weeks before your event for theatre approval. **This is mandatory. No exceptions**...if an outside contractor arrives to your event without pre-approval they will not be allowed to operate.
2. The specific location of the outside contractor is at the sole discretion of the Technical Director and/or the Stage Manager. **This will be determined BEFORE day of your event.**
3. **We do not provide adapters, cables, power strips, equipment, etc.** of any kind to accommodate the outside contractor, this includes stage crew to assist them. Please make sure that they know to come fully prepared. *If they are not familiar with our space it is highly recommended that they come well before sound check.*
4. **All outside contractors are required to wear a name tag** during the event so they can be identified by the House Manager. The renter is responsible for providing the name tag or requesting one from the theatre staff.