

## | House Rules |

1. Please use stage door to enter the building. The front doors of the theatre will not be open until 1 hour before your event unless you've made other arrangements.
2. As the theatre is part of a joint use complex there is no smoking within 8 meters of any of the doors.
3. Pets are not allowed in the building. (Service dogs excepted)
4. Insurance certificate must be provided before the event. Noncompliance may jeopardize your event.
5. You may serve snacks/food in the lobby as part of your event but these items cannot be sold. If there is a significant mess left behind an extra cleaning fee charge may be applied.
6. No food or hot drinks are allowed into the theatre.
7. Children must be accompanied at all times in the building.
8. Alcohol must be consumed in lobby or theatre and purchased from our concessions area. No outside alcohol is permitted. If you wish to provide alcohol at your event a special occasion permit is required and a copy must be submitted to theatre supervisor prior to event.
9. Please note that there are cameras throughout the building. Please be sure to only use dressing rooms/rehearsal room for changing.
10. Our tech staff require a 30-minute break within the first 5 hours of work. Please ensure that you have allotted for this break time in your production schedule.
11. The theatre has a capacity of 386. No sitting in aisles.
12. Theatre vestibules must be kept clear. No standing.
13. The concessions area is private and may not be used.
14. Lobby furniture may be re-arranged for your event but must be returned to its' original formation.
15. One of the walls in the lobby is available for you to hang artwork. Please talk to techs about the hanging of materials.
16. Please do not put tape on walls.
17. Dressing room make up lights get VERY hot. Please use caution when using them and remember to turn them off when you leave the room.
18. No Styrofoam props or set pieces allowed on stage.
19. Absolutely no video, photography or recording of any kind is permitted unless arranged in advance with management