



Durham Arts Council, Inc.
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Peoples Security Insurance Theatre Operating Procedures, Policies & Guidelines

The following policies have arisen in order to preserve and protect the condition of the theatre space and equipment. We ask you to help keep the “wear and tear” down so that we may offer you and other performers quality space, equipment, and conditions now and in the future. Thanks for your assistance.

Contact the Theatre Operations Manager at least two weeks prior to performance day.

This will allow time for any details to be attended to and questions answered. All technical requirements should be turned in at this time, i.e. music, lights, drapes and seating. Any last minute requests will be granted or not at the technician’s discretion.

Deposit

A deposit is required of all theatre users. The minimum deposit required is 50% of the estimated technical labor charges and rental fee.

Normal building hours are 9:00 a.m. to 9:00 p.m. Monday through Saturday, and 1:00 to 6:00 p.m. on Sunday.

All activities must be finished and the facility user must be out of the building by the end of business hours in order to avoid additional fees.

You are responsible for load in and load out.

This involves scheduling a time with the TD for the space to be opened and providing your own volunteers for labor (unless otherwise arranged ahead of time) both before and after performance. All items that are brought into the theater for a performance must be removed the last day.

Construction

Do all painting, sawing, etc. in the wings, not on the stage. If construction is unavoidable on the stage, a DAC Technician must supervise it. Clean up your own mess or you will receive a bill for clean-up time.

Technical Staff

There will be a DAC Technician anytime anything needs to be done concerning lights or sound. The Technician is here to be of service to you and to be a caretaker/protector of the space and equipment.

Drapes

You may not hang, tape, nail, paint, or attach anything to the drapes or cyc.

Floors

You may not change, paint, nail into, or damage the floor in any way.

Food and Drinks

No food or drinks allowed in the theatre, backstage, or seating area. Snacks are permitted in the dressing rooms with prior approval by the TD. You will be responsible for removing all food items and trash after each performance or rehearsal. If food and/or drink are required for the performance then it should be requested when you contact the TD.

No fire allowed anywhere in the theatre

This means no smoking, burning candles or incense, or anything else that involves fire, backstage, on stage, or in the seating area, except as called for in the script. **You can be trespassed from the building for violating this rule.**

House Seating

Normal seating capacity in the theater is 185. Maximum seating capacity is 200, minimum is 131. For either of the last two options it should be requested when contacting the TD prior to performance day. By order of the Fire Marshall, capacity must not exceed 200 under any circumstances. The instructor, coordinator, or prearranged volunteers must be available to monitor capacity. **The Technician will hold or stop a show if this rule is not adhered to.**

Booth

Only personnel authorized by DAC may enter booth or operate the equipment.

Strike

Remove all scenery, props, costumes, personal items, equipment, floor tape, trash, etc. connected with your event from the building and its premises the same evening as the last production. You must strike and put away all light and sound equipment. This includes restoring the lighting to its rep plot focus. If you do not meet these conditions and do not make acceptable arrangements with the DAC Technical Director prior to strike, any and all items left behind become property of the DAC and you will be charged for disposal.

Cleaning the space

The theatre should be cleaned, immediately after performance, by the instructor, coordinator, or prearranged volunteers. This includes dressing rooms that have been used, backstage, stage, and seating area. Cleaning supplies will be provided. If the technician has to clean the space then the client is billed \$30.00/hr for this service. Billed hours extend until the theatre has been returned to its original state.