Technical Rules and Regulations

Schedule "B"- Event Information

All Mondays and statutory holidays are dark days for the Capitol Theatre, but may be booked for a premium charge to be negotiated over and above the charges set out herein.

All bookings outside of business hours (9 a.m. to 11 p.m.) are subject to negotiation over and above the charges set out herein.

Bookings and receptions that exceed the access times listed in Schedule "A" of more than 15 minutes will incur an additional hour charge.

- The facilities of the Capitol Theatre are booked and charged in 4-hour blocks, 9-hour blocks, or12-hour blocks (with mandatory breaks).
- 4H-block – no dark hour required. Additional hours over 4-H must accommodate mandatory break.
- 9H-block - must include one *dark hour**
- 12H-block - must include two *dark hours**
- *Dark Hours - All stage work must pause for a mandatory crew break (to be scheduled with approval of the Technical Director).
- Eg. 10:00am-2:00pm, 2:00-3:00pm break, 3:00pm-7:00pm, 7:00pm-8:00pm break, 8:00pm-10:00pm (may be adjusted to accommodate early load-in and show start times with permission from the TD).

ADDITIONAL EXPENSES

The following expenses may apply to your final invoice upon request or at the discretion of the Theatre Manager:

Theatre Personnel – Crew Calls and Technical Staff

- A minimum 4-person crew (booked in 4-hour blocks) is required for all bookings.
- Additional personnel (e.g. Sound Technician, Lighting, Fly Operator) will be assigned according to the discretion of the Theatre Manager and the Technical Director at the rate of $45/hour.
- A Technical Staff will be in the building whenever the User is present.
- Crew and personnel exceptions may be made at the sole discretion of the Technical Director.
- Requests of additional personnel requirements above 4-crew must be provided to the Technical Director no later than 6-weeks before event.
- Changes to crew calls must be made 48-hours in advance of call start time. Reductions to crew calls must be made 24 hours in advance of call start time. The Capitol cannot guarantee additional crew requests in under one-week notice.

Schedule "C"- Capitol Theatre Rules, Policies and Procedures

The Theatre Manager shall have the right to make such other and further reasonable rules, policies and procedures, as in its judgment may from time to time be required for the safety, condition and cleanliness of the premises and for preservation of good order therein and the same shall be kept and observed by the User.

GENERAL

• Keep the theatre and all usable space in a safe, usable, and clean condition at all times.

• At least two weeks before the first use of the Theatre, the Technical Director must be provided with a list of names and resumes for all people who will be working on the production.

• Proper footwear will be worn during load in and tear down or you will be asked to leave the loading/stage area. Any injury as a result of negligence will be the exclusive responsibility of the individual.

• All set assembly is subject to the supervision and approval of the Technical Director. Unauthorized use of paint, saws, and construction equipment beyond what is required for reasonable set assembly is prohibited in the Theatre Space.

• Food and drinks are not permitted on stage. Food may be allowed backstage in designated areas with the approval from the Theatre Manager. No alcoholic beverages are to be brought backstage or into the theatre dressing rooms.

• All performers, technicians, and other personnel involved with the event will use the assigned stage door unless otherwise specified by WSO or Capitol Theatre staff.

• Smoking, vaping and cannabis products are not permitted in any areas of the Capitol Theatre, or within ten feet of any building entrance.

• The piano or any WSO instruments are not to be used as a work or storage surface.

• Refrain from running in the building. Open doors with caution to avoid injury to others.

• Warnings must be posted in the entryway and program if any strobe, fog, haze, smoke, firearms, or airhorns are to be used in a performance.

• Publicity and other signs may not be hung on the walls or doors of the Theatre or the Lobby using tape. Please come prepared with stick tack for all signage.

• All wires and cables on the floor must be completely taped down. No wire should cross an exit, but must be routed up and over the doorway. Please seek approval from the Technical Director.

• Please do not enter any additional rooms or use doors that are off limits without the consent of the Theatre Manager or the Technical Director. Use of doors, especially Pentastar audience doors reserved for "Emergency Exits Only" will result in a minimum fine of $300.

• There will be no "tours" of the theatre, backstage, or any of the technical areas, without the authorization of the Theatre Manager.

• Any damage to property (including, but not limited to, graffiti, punctures in wall, or permanent markings of any kind) can incur an additional charge of a minimum $300.

• All ladders, fly floors, technical spaces (including the lighting booths) and rigging equipment are out of bounds, unless permission has been granted by the Technical Director.

• The use, care and access of all equipment/theatre property is at the sole discretion of the Technical Director. The User agrees to adhere to the rules and regulations outlines in the Equipment Rental Agreement, which must be signed and approved by the Technical Director and the Theatre Manager prior to the commencement of the booking.

• The booth and dressing rooms must be cleaned out and restored to original operating conditions.

• Any theatre owned equipment must be returned to the designated location.

• Following the final performance, and within the allotted time, all chattels must be removed from the Theatre. This includes, but is not limited to, set pieces, technical equipment, and props.

• All items left behind-including set pieces, props, costumes, and equipment-will be discarded, given away, or become the property of WSO or the Capitol Theatre. Disposal fee may be charged to the renter at the discretion of the Theatre Manager.

FIRE SAFETY

• All occupants are to be made aware of fire policy and procedures upon their arrival.

• In case of emergency, please notify WSO or Capitol Theatre personnel immediately. The Front of House Manager or representative will carry out evacuation procedures if necessary.

• Under no circumstance are any firearms permitted in the building.

•Replica firearms, pyrotechnics or open flame is allowed in the building without the prior written consent of the Technical Director. Please discuss well in advance with the Technical Director to clarify procedures.

• All fire exits and hallways must be kept free and clear of any obstructions at all times.

• No costumes, properties, etc. are to be hung from the fire equipment, emergency lighting fixtures, or backstage equipment at any time.

• Nothing may be attached to the stage drapes. This includes anything that may be pinned or taped to the curtains.

• Fire Curtain clearance must be maintained at all times

• The capacity of the stage will be determined by the Technical Director with consideration to number of performers, set pieces, obstacles, and cleared pathways for emergency exiting

•Sets, props, and curtains must be treated with the appropriate flame retardant.

- Illuminated “Exit” signs may not be blocked, turned off, or gelled.
- No doors shall be propped open at any time, unless permission is granted by the Technical Director. In the case of external doors that are propped without permission of the Technical Director, additional fees may be charged to the renter at the time of the invoice.
- Please Note: The Capitol Theatre has very strict policies regarding the use of firearms, explosives, fireworks, sparklers, candles, or open flame in the building. If such a particular effect

is integral to your production, please discuss it well in advance with the Technical Director to clarify the procedures. Appropriate government permits or licenses may be required. The Technical Director has final approval of all technical personnel, equipment, and special effects brought into the Theatre by the user group, including sets, props, and curtains which must be treated with the appropriate flame retardant.

Crew Rates/Overtime Requirements (see rental agreement for current rates)

1. 4-hour minimum call between 7am & 11:59pm – Regular rate
2. 2 hours minimum after returning from a meal break.
3. Hours after 8H – Time and a Half (1.5 x regular rate)
4. Hours after 12H – Double Time (2x regular rate)
5. Hours between 12:00am and 6:59am – Time and a Half (1.5 x regular rate)
6. Any hour after 5 straight without a 1H meal break – Time and a Half (1.5 x regular rate)
7. 1-hour unpaid meal break every 4 hours.

   (Alternative: paid 30-minute break if a hot meal is provided)
8. Statutory holidays plus any applicable overtime as noted above – Double Time and a Half (2.5 x regular rate)