

# Playhouse Guidelines

**Security/Parking:** No one is permitted in the playhouse without prior authorization of the Playhouse Manager. A schedule of events will be made available to commissionaires. Please check in with them when you arrive.

Stage Managers and/or Directors are asked to advise the commissionaires when a rehearsal/performance is finished. The playhouse doors are to be locked when you leave. The doors located in the back stairwells are for emergency use only.

Parking is by permit only. Each vehicle must clearly display a valid parking pass. Security Personnel monitor the parking areas to ensure vehicles are parking in the designated areas. Hourly parking is by coin operated meters, and daily parking permits may be purchased from any of the coin-operated vending machines located near parking areas.

**Health and Safety:** Please read the [emergency-response-plan.pdf](#)

No one is permitted on the catwalks or permitted to use any Playhouse equipment without authorization from the Playhouse Manager or one of the Playhouse's technicians.

Please keep all areas free of clutter. Exit doors should not be blocked for any reason. Familiarize yourself with the location of fire extinguishers and first aid kits. First aid kits are for medical use only, and should not be used for props.

Be sure that lamps, hairdryers, irons, etc are checked before leaving the playhouse. Do not leave appliances plugged in. Please put open food containers in the fridge or garbage. Please wash any dirty dishes, cutlery.

Cape Breton University is a smoke free environment; as such, smoking is not permitted in any of the buildings including the Playhouse dressing rooms, audience chamber, backstage or on stage. Smokers are asked to smoke outdoors 25 ft away from any entrance or overhang. Smokers are further encouraged to not leave cigarette butts on the ground but dispose of them in the containers provided.

The use of candles or any other open flame is not permitted anywhere in the Facilities, including the lobby, dressing rooms, audience chamber, backstage or on stage without the express written consent of the Theatre Manager. In addition clients will not use any explosive, corrosive or other flammable substances without the express written consent of the Theatre Manager. Clients will further abstain from producing any unusual, noxious, or objectionable smoke, gases, vapor, or odors. The user is responsible for the use of theatrical smoke in such a way as to not make the smoke alarms go off.

Local fire regulations must be observed at all times, including the restriction on set materials and the prevention of obstruction of fire equipment, aisles, and exits.

Doors must not be propped open.

**Prop/Costume Room:** Please make an appointment with the Playhouse Manager to use the Props/Costume room.

**Housekeeping :** The supervisor of Housekeeping will be given a copy of rehearsal and performance schedules. Please allow the Housekeeping Staff to carry out their job while you are in the playhouse. Please note that Housekeeping staff are not responsible to tidy and/or clean any cluttered areas. If costumes are on the floor or counters, the room will not be fully cleaned. Please be sure to put all garbage in the waste bins.

**Food and Drink:** With the exception of bottled water no eating or drinking in the Facilities is permitted. This includes the audience chamber, as well as on stage and in the wings. Food and drink may be consumed in the dressing rooms upon prior consent by the Theatre Manager, but care should be taken.

**Following a performance/event:** Following a performance or event, please remove all personal items from the playhouse. The Playhouse is not responsible for lost or stolen items.

Please clear the stage and off stage areas of props, costumes, garbage, etc.

**Recording equipment:** The audience's use of camera and recording equipment is at the discretion of the Client. An appropriate announcement will be made at the beginning of the performance.

**House Opening:** The house will open when the Stage manager has given the house to the House Manager. This will happen ½ hour prior to curtain time.

**Seating Capacity:** The seating capacity for each performance will be strictly enforced. There is no standing room. Clients are not permitted to move, add, remove or obstruct any theatre seats.

**Children (Infants):** Fire and Safety regulations stipulate that every person entering the auditorium, including babies and children, are required to have a ticket. No strollers or large items are permitted in the auditorium.

**Start Time of Performance:** The performance is to begin when the House Manager, in consultation with Box Office, gives the house back to the Stage Manager.

**Intermission:** Intermission is to be 15 minutes in duration.

**Late Seating:** Patrons who arrive late will be asked to wait until an appropriate break in the performance occurs. A suitable break will be determined by the House Manager in consultation with the Stage Manager. The House Manager will decide how and where any late patrons are to be seated.

**Animals:** With the exception of animals used to assist with disabilities, animals are not permitted in the Facilities. A request in writing must be made and submitted at the time of booking for the use of animals in any production. The request should include a plan for the caging and clean up as well as any safety precautions necessary. It is expected that all who have animals participating in productions will use industry best practices and the animals will be treated humanely.

**Piano Tuning:** Requests for piano tuning are to be made at the time of booking. Pianos owned by CBU Boardmore Playhouse must be tuned by Boardmore Playhouse's piano tuner.

**Displays:** Displays in the foyer are limited to table top and free standing. Nothing may be affixed to the walls. Displays must be completely removed prior to departure by the Client. Driving nails or screws into the stage floor or any area of the facility and the use of pins and/or needles in drapery is not permitted.