

## **REGULATION #10410.3**

### **DISTRICT THEATRES – HOUSE RULES**

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This regulation is to assist clients of the Bell Performing Arts Centre to appreciate the house rules to make their use of the facility a satisfactory experience.

#### **1. TECHNICAL ISSUES**

##### **1.1. Stage Use**

- a) Access to the stage area is limited to those individuals with a purpose for being there (i.e. performers, technicians, stage crew, etc.). Particularly during the set up and strike of a production, the stage is off limits to those individuals who are not involved in the activity occurring onstage.
- b) Use of flame or pyrotechnics onstage must be approved by the Manager, District Theatre Technical Operations, and the local Fire Inspector well in advance of the rental date. No exceptions will be made if these criteria are not met by the rental date.
- c) Use of any rented or client-supplied special effects on stage (fog, haze, strobe, etc.) must be approved by the Manager, District Theatre Technical Operations, prior to the rental date.
- d) Food and beverages, with the exception of bottled water, are prohibited in the stage area. Clients are encouraged to take their meal breaks in the Green Room area.
- e) Use of uncovered tap shoes is prohibited when not on the stage or in the back stage area.

##### **1.2. Other Areas**

- a) Aisles and exits in the theatre must be kept clear at all times, as per the National Fire Code of Canada, including tripods for cameras and video recorders. Clients wishing to record their performance must contact the Manager, District Theatre Technical Operations, for assistance on approved camera/ video camera locations.
- b) Only authorized persons are permitted in restricted technical areas (i.e. catwalks, fly rail, etc.). Exceptions may be made with prior approval by the Manager, District Theatre Technical Operations.

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- c) All theatre equipment is to be used exclusively in the designated theatre rental areas.

## **2. AUDIENCE SERVICES ISSUES**

### **2.1. Food, Beverages, Merchandise**

- a) Food and beverages, with the exception of bottled water, are prohibited in the audience seating area. Clients are encouraged to consume their food and beverages in the lobby area.
- b) No food or beverage may be sold or given away without authorization from the theatre management.
- c) All sales of merchandise onsite are subject to a 15% commission payable to School District No. 36 (Surrey). District schools and other internal users are exempt from this commission.
- d) All clients must supply their own change or cash floats for any sales in the lobby.

### **2.2. Seating**

- a) Audiences will only be allowed to enter the theatre seating area once the theatre management has given approval to open the doors.
- b) Audience latecomers will be ushered into their seats at the discretion of the theatre management. Generally, this will occur during breaks in the performance.
- c) Standing on or climbing over theatre seats in the audience chamber is prohibited.
- d) Sixteen house seats reserved for every rental will be used at the discretion of the theatre management.

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#### 2.3. Other

Any use of flash photography and video recording equipment by the audience is at the discretion of the client. Clients should advise theatre management of their preferences and the ushers will endeavour to implement the client's decision.

### **3. ORGANIZATIONAL AND SCHEDULING ISSUES**

#### 3.1. Access

- a) Access to the theatre can only be through the North Entrance and Elaine Godwin Stage door during technical rehearsals. Clients should advise their performers that this is where the pick up and drop off location is.
- b) All performances which occur while Sullivan Heights Secondary School is in session must have audience members enter and exit the theatre via the North Entrance.
- c) Any items related to a client's rental that must be delivered or picked up via the loading dock must be scheduled in advance with the theatre management. Unscheduled deliveries or pick-ups may be refused.

#### 3.2. Scheduling

- a) All crews are entitled to a 1/2 hour unpaid meal break after no more than 5 hours of work, as per British Columbia labour laws. This break is to be included in the schedule of the rental period. If this break is not provided, additional charges will apply.
- b) Set-up of technical equipment must be included within the rental block. Most rentals will include the set up of technical equipment, a rehearsal or sound check, a performance, and the strike of technical equipment. The client's rental block should be scheduled accordingly.
- c) All areas used by a client should be restored to the same condition that they were found at the beginning of their rental at the end of each rental period. Many events run back to back, therefore, the dressing

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rooms, green rooms, and lobby should be left tidy in respect for the next client using the space.

**4. SUPERVISION OF MINORS**

All groups of minors attending a performance must be accompanied by adults in the lobby and audience chamber at a ratio of 15:1.

All groups of minors involved in a performance must be accompanied by adults in the green room and stage area at a ratio of 30:1.

*Approved: 2004-11-23*