



GENERAL HOUSE RULES

These rules are provided for Secret Auditorium leases, which utilize the facility. Additional policies and rules may be adopted and enforced as appropriate.

Secret Staff and / or contractors will have **ALL ACCESS** passes / name badges to identify them as staff.

Every effort has been made to ensure the safety of our clients and guests. We have also taken steps to be prepared for your event - based upon pre arrival checklists. Please **DO NOT ASSUME** you can move or adjust anything on stage or in the facility without asking for permission to do so. **EXAMPLE:** if you need a table or chairs in a specific place, please speak with a member of the Secret Staff - **DO NOT** just go looking for the table or chairs.

SAFETY RELATED:

- **The lessee will not obstruct any portion of the entries, hallways, or stairs** - including access to all building utilities.
- **The lessee will provide identification and / or complete lists of persons** to be allowed in restricted areas - dressing room, stage, back stage. The list must be provided at the beginning of load-in and is subject to approval of the management. The management reserves the right to restrict backstage access.
- **All children** are to be supervised at all times. For all children under the age of 18 chaperones are required. They **MAY NOT** be performers and / or crew. The ratio of **children to chaperones is 15 to 1**. Secret Auditorium **DOES NOT** provide chaperones.
- **If the production / performance includes children**, the lessee and management will agree upon restricted entrance and exit. The lessee will provide appropriate staff to control access to those designated areas.
- **Only technical personnel and performers are permitted on stage, back stage, and other designated areas** - at the conclusion of your performance **NO ONE** is permitted on stage. All pictures should be taken in the lower level or lobby.
- **No running** is allowed in the theatre.

- **Balcony and other parts** of the facility are not open during rehearsals and shows unless specific arrangements have been made.
- **During Rehearsal times only designated doors** may be used for entering or exiting.
- Prior to or after a show, if the **stage and backstage is dark**, no one is permitted on the stage.
- Each event shall have **off-duty uniformed police officers** to serve as event security during public hours. The number of officers will depend on the size and scope of the event.
- **Secrest Auditorium Volunteer Ushers** may be present for events.
- **Please follow signage instructions.** Some areas of the theatre are restricted due to safety requirements.
- By City and State Ordinance, there is **NO SMOKING WITHIN 25 FEET** of any ingress / egress. In essence, the theatre is a non smoking since all sidewalks and entrances are within 25 feet of each other.

STAGE AND SET RELATED:

- **The lessee will no make changes to the stage, paint, or any other part of the facility** without the written approval of the management and appropriate health and safety personnel.
- **Entering and exiting the stage** is done from Stage Left or Stage Right. The steps are for production and emergency egress.
- **No staples** are to be used on staging and walls of the theatre,
- **No packing tape** is permitted. Only gaffers and spike tape is permitted and is available for purchase if the group does not bring their own.
- At the conclusion of the show run and prior to final load out, **any and all spike tape must be removed** from the stage floor.
- **Only technical personnel and performers are permitted on stage, back stage, and other designated areas** - for technical personnel and performers. This means the public is not permitted in these specific areas.
- Only **Technical personnel or trained volunteers** may run the fly rigging. All use and request for rigging must be approved well in advance of load-in.
- Only **Technical personnel** may run the stage man lift for rigging.
- Only **Secrest authorized personnel** may run the exterior lift.
- **Load - Out will occur at the conclusion of the show** unless other specific arrangements are made in advance. Those arrangements may change if another event needs the specific date and time.
- **Use of power tools is not permitted on the stage** or adjacent areas without the approval of house management.
- **No items may be attached in any way to stage curtains**
- **Stage / Set / Props need to be cleared each night prior to departure** to allow safe access to the stage at anytime. Cleared means - placed on Stage Left (SL) or Stage Right (SR) in designated safe areas. That includes set pieces that in the construction process.

FACILITY RELATED:

- **Seat Kills** for production equipment must be approved in advance of ticket sales and load-in.
- **No Food or Drink** allowed in the auditorium other than bottles of water. Some shows may have beer sales. Those containers may be in designated areas only.
- Please **Clean Up** (water bottles and other trash) the auditorium before departing.
- **No signage can be taped or affixed** to the wall, doors, or glass of the theatre without approval of house management. If approval is given, only gaffers tape may be used. **NO** Clear Packing Tape, Scotch Tape, Putty, etc may be used.
- **Helium filled balloons are not permitted** in the auditorium.
- **Lower Level Common Area.** The dressing room areas are to be used for dressing while the common area is used for food, make up, prep, and relaxation. In some shows, the common area is generally restricted, there may be male or female Secret Staff and security walking through the area in performance of their responsibilities.
- **Two quick change areas are located on stage left.** **NO** other quick changes areas will be created.

SHOW RELATED:

- The **management reserves the right to determine the sound level** for any event.
- The house typically opens 30 to 60 minutes prior to a performance. **All staging and sound checks are to be completed prior to the doors opening.**
- **Use of flames, smoke effects, and pyrotechnics must be approved in advance** by the technical director and house manager and meet the approval of the Fire Marshall. The Fire Marshall will review the effects as needed and make the final determination on the day of use. In some cases a permit and approved, trained personnel will need to be obtained at the cost of the lessee.

STAFF AND PERSONNEL RELATED:

- The **Secret Manager in consultation with the Technical Director** will have the final determination related to any adjustment to these rules and the technical package.
- If the **Secret Manager is not available the Technical Director will make the final determination.**
- **Technical breaks.** It is expected that there will be a fifteen minute break every two (hours) with a thirty minute to one hour meal break at the four hour mark. These are negotiable in terms of timing. However, when the breaks happen work and tech shall stop to allow for the break / meal.

At the time of contract, I understand and accept these rules and will share with the entire lessee team:

Client House

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Client House