

County of Henrico Division of Recreation and Parks

HENRICO THEATRE

305 EAST NINE MILE ROAD – Henrico, VA 23075

General Guidelines for Performances and Rehearsals

(Theatre and other spaces as applicable.)

Technical Requirements including set, lighting, and sound

Training on equipment:

- It is the responsibility of the renter to ensure that their production needs are met.
- No outside lighting, sound, or special effects equipment can be used without the written permission of the Site Manager.
- A staff technical adviser is assigned to see that the events needs are met within the guidelines set by the Theatre.
- One-time or First-time Renters are required to receive training from the staff technical adviser. This training is mandatory. Returning renters may have this training waived if they are using the same technical staff. Training includes general operating instructions for the Theatre's lighting and sound equipment, and discussion of theatre safety and Henrico Theatre operational protocols. If renters are using their own staff, after training the staff technical advisor is not required to be on site during the actual event.
- Due to the heavy schedule of theatre use, the event production manager should make arrangements in a timely fashion for training in advance of the event.
- Henrico Theatre assumes no responsibility for equipment failures due to operator error.
- Henrico Theatre assumes no responsibility for plans made by a renter that are not allowed due to Henrico Theatre guidelines or fire code.

Lighting and Sound:

- A lighting rep plot and theatre specifications sheet including the list of available sound and lighting equipment may be obtained from the Site Manager. Any lighting adjustments are to be restored according to the rep plot at the conclusion of the event.
- It is highly recommended that a renter who programs the light board make a back-up copy of the program (requires a 3 ½" floppy disk). Henrico Theatre assumes no responsibility for failure due to loss of a show's setup program.
- If an organization wishes to provide its own sound equipment, special arrangements must be made with the Site Manager. For all events, sound must be processed through Henrico Theatre's system due to the Personal PA Devices for the hearing impaired.
- Approved equipment must be placed within the seats of the theatre or backstage – aisles must remain clear as per fire code. Cables running through the house must be secured and clearly marked. No cables may run directly across exit doors.

Special Effects:

- Any special set considerations and special effects must be approved before their use in rehearsal.
- Fog, dry ice generators, and smoke may NOT be used.

- Indication must be made in show programs or by announcement if a strobe light or gunshots will be used in a production, due to the effect on those with epilepsy or bad hearts, etc.

Set and Stage:

- All permanently attached set pieces must be upstage of the projection screen to allow for sublets.
- Nailing/screwing to the stage floor is only permitted with approval from the Site Manager. Renters must remove nails and screws carefully during strike to minimize damage of the stage floor surface.
- No set painting is allowed on stage without permission of the Site Manager.
- Painted or dripped on floors must be repainted black by the renter immediately following strike with the County provided black paint and rollers (advance notice required). Failure to do so will be considered damage to Henrico Theatre.

Tape/Spike Tape:

- No tape may be used on the walls or seats or painted surfaces in the theatre or backstage areas.
- Duct tape and white masking tape may not be used on the stage floor. Theatre staff will remove such tape immediately. Gaffer's tape, theatrical spike tape, glow tape, or (preferably) colored plastic electrical tape is allowed. Henrico Theatre will not provide tape.
- Repairs to damage resulting from the peeling of tape may be charged to the renter at the discretion of Henrico Theatre.
- Secondary Renters may not remove the Primary Renter's spike marks.

Orchestra Pit:

- Use of the pit and storage of instruments and equipment in the pit requires special scheduling. The Event Production Manager should discuss such scheduling with the Site Manager in advance of the event.

House and Box Office:

- Renters are responsible for their own box office personnel, ticketing, reservations and house manager.
- The theatre has six seating positions located throughout the theatre that are designated as wheelchair accessible seating.
- No food or drink is permitted in the theatre (house, booth or stage). Food and drink is permitted only in the Green Room and Dressing Rooms. Renters are responsible for cleaning up after each day's use, including Green Room and Dressing Rooms.

Clean-up, Strike, and Load-out:

- Renters are required to strike their production/event immediately following the closing performance.
- A final Sunday matinee must conclude no later than 6:00 p.m. in order to allow appropriate time to load out and restore the theatre and its equipment to their original positions.

- Renters will restore the theatre and its support spaces to the condition in which it was found, including but not limited to:
 - Removal of all set pieces, costumes, props, outside equipment;
 - Restoration of general lighting, sound, and drapery plots; lighting and sound equipment restored properly;
 - Removal of all tape from floors and equipment, repainting of stage floor if required;
 - Removal of all materials from house, lobby, and box office;
 - Restoring furniture to original positions;
 - Cleaning/straightening of Dressing Rooms and Green Room areas;
- Henrico Theatre Staff will inspect the theatre and its support spaces following strike of the event.
- The Renter will be responsible for any cleaning and repairs (i.e. nail/screw removal, repainting, tears in curtains, paint on curtains or carpets), or replacement due to damage or misuse as set forth in this Rental Guide.
- No exceptions will be made to these requirements. Damage fees will apply.

Personnel Required for Use of the Theatre

Production Manager/Contact Person

- Represents the producing body for the event.
- Acts as liaison between the event's sponsors and Henrico Theatre Staff.
- Coordinates the renter's adherence to Henrico Theatre's Rental Guidelines.

Technical Staff:

Stage Manager (may also act as production manager)

- Responsible for the safety, well-being, and behavior of performers.
- Responsible for the safety, well-being, and behavior of technical staff involved in the event in the absence of a technical director.
- Informs company members about Henrico Theatre's Rental Guidelines and their adherence to them.
- Responsible for maintaining Henrico Theatre's policy of no food and drink in the theatre.
- Assures final clean-up of rented spaces at the end of each day and for final strike.
- Assumes responsibility for any keys assigned to the event.
- Assumes responsibility for any set pieces and props used by performers.
- Informs Henrico Theatre staff of any injuries or damage.

Technical Director – NOTE: Technical director is only required for theatrical stage productions.

- Responsible for the safety, well-being, and behavior of technical staff involved in the event, including lighting, sound, set, and backstage running crews.
- Strict adherence to safety protocols.
- Responsible for the execution of all technical aspects of the renter's event, including set construction, lighting, sound.
- Assumes responsibility for any keys assigned.
- Informs the stage manager or Henrico Theatre staff of any injuries or damage.

Lighting and Sound Technicians

Light or Sound Designers:

- If the Renter needs more than simple lighting (warm-cool, on-off), a lighting designer must be provided by the Renter.
- If the Renter needs more than simple sound (tape/CD player, hand-held microphones), a sound designer must be provided by the Renter.
- Henrico Theatre's Technical Director must be satisfied with designer qualifications before equipment may be moved or programmed.
- Designers are responsible for their assigned technical staff.

Light Board/Sound Board Operators:

- Board operators are the responsibility of the Renter.
- Novices are welcome, but Henrico Theatre assumes no responsibility for failures due to operator error.

- Responsible for proper use of light and sound boards and equipment.
- May make adjustments to focus of lighting equipment but may not move instruments if a designer has not been provided.
- For secondary rentals, Henrico Theatre's Technical Director must approve operators in advance.

House Manager

- Responsible for the safety, well-being and behavior of the audience.
- Strictly maintains the established seating capacities and wheelchair seating.
- Responsible for adherence to the fire code and evacuation plan.
- Overseeing Renter group ushers (minimum of two per event).

Ushers

- Receives tickets.
- Distributes flyers, playbills, or programs.
- Coordinates seating of audience members.
- Provides direction on the use of cameras and recording equipment.
- Responsible for maintaining the policy of no food and drink in the theatre – especially at intermission.

Box Office Representatives

- Administrate ticket sales or services for performances.
- Distribute and collect Personal PA Devices for the hearing impaired.
- Provide cash for making change at the box office. No money shall be collected on the premises at any time except by a pre-arranged contractual agreement. (No monies may be left at Henrico Theatre overnight. Henrico Theatre accepts no responsibility for any monetary transactions or for loss or theft of monies.)
- Submit records of attendance to Henrico Theatre staff.
- The Box Office area is not to be used for meetings, preparation or construction of materials for productions. Organization related items may be displayed or sold at the box office, or tables can be provided for display in the lobby with advanced notice and the approval of the Site Manager. Fire code must be followed.

Secondary Rentals (Sublets)

- Henrico Theatre retains the right to rent the House, Orchestra Pit or Green Room for a performance while another event has a set on the stage, but is not in performance (i.e. 8 a.m. – 5 p.m.). During such times, the onstage set will not be used, musical instruments may be left in the orchestra pit, props tables and backstage set-ups need not be moved, and the dressing rooms backstage may be locked. The control booth should be straightened and personal items removed. Other arrangements may be made.
- It is recommended that the primary renter lock up or remove valuable props, costumes, and portable equipment during secondary rentals.
- Secondary rentals will receive a discounted rate.
- Secondary rentals will only have access to house lights and four front-of-house flood lights.

- Secondary rentals will only have access to two wireless handheld microphones (two 9 volt batteries not included), two wired handheld microphones with stands, and front of house speakers.
- Secondary rentals may use the 29' x 16' projection screen. Other equipment is not provided.
- No personnel may gather, work, or handle any of the primary renter's onstage set.
- The orchestra pit must remain as set by the primary renter, and any instruments or equipment in the pit may not be moved or handled.
- Props tables and backstage set-ups may not be touched or moved.
- Access to the Green Room for gathering space will be allowed. At least one dressing room backstage may be locked for the primary renter to use as storage; however, access to only one dressing room for use of the restroom will be allowed.
- No primary renter belongings may be moved or touched in any theatre space including props, costumes, or set pieces.
- Secondary rentals must use the contractual services approved by Henrico Theatre's Technical Director for the operation of lighting and sound equipment. Waivers to this rule may be obtained for organizations or individuals with appropriate credentials.
- Please note that it is with the primary renter's understanding and trust in Henrico Theatre that we are able to sublet the space – secondary rentals that abuse this trust will possibly face extra fees, cancellation of the event, and/or lose the privilege of returning for future events.
- Henrico Theatre's Technical Director will discuss such sublet scheduling with the Primary Event Production Manager and the Secondary Event Production Manager in advance of the event and will provide the support needed for a smooth transition between events.