

DOUGLAS COLLEGE LAURA C. MUIR Performing Arts Theatre Technical Regulations

PLEASE REMEMBER THAT THE SAFETY OF CLIENT GROUPS, AUDIENCE AND THE STAFF ARE OUR FIRST PRIORITY.

1. The standard booking period is five hours. The five-hour booking period begins when our technicians commence work to prepare for your show and ends when the theatre has been restored to its pre-show condition and our technicians have left the building. For any hour of overtime in the rental of the facility (after 5 hours), you will be charged an hourly rate in accordance with the site services department. The Douglas College Collective Agreement requires all staff to have a meal break of 1 hour in every 8-hour shift, so please plan for a break, or overtime charges will be applied. The Theatre Technician on duty will designate the break in consultation with you.
2. The theatre normally requires at least two technicians to operate a show. Additional Douglas College staff (e.g. Followspot operator, Fly person) can be hired at your request.
3. Although the majority of events do not require security, Douglas College reserves the right to book security personnel for your event, at your cost.
4. No persons will be permitted to sit on the stairs or in the aisles.
5. No camera or other equipment (e.g. tripods) will be permitted to block an aisle.
6. Not all college exterior doors are open on Sundays. Please confirm your needs with the site services* assistant.
7. The dressing rooms and backstage facilities are not large and cannot accommodate groups larger than 30 people.
8. No open flame will be permitted in the theatre. Smoking is not allowed in any part of the facility including onstage as part of performances.
9. The use of a smoke machine or any special effects must be reported to the Theatre Technician three weeks in advance of the event for consultation regarding safety and feasibility.

DOUGLAS COLLEGE LAURA C. MUIR Performing Arts

Theatre Technical Regulations

10. The use of any large set pieces or scenic drops must be reported to the Theatre Technician three weeks in advance of your event for consultation regarding safety, rigging and feasibility.
11. If your show or event consists of a piece of scenery or projection screen that must fly in or out during your performance or presentation, extra Douglas College staff will need to be hired to perform these duties, at the expense of the client. A minimum of two weeks notice must be given.
12. Any Computers or electronic equipment supplied by the client **will be operated by the client** unless agreed upon with the technical staff three (3) weeks in advance of the booking date.
13. The House lighting hang will not be changed. No lights will be added. No lights will be moved or refocused outside of the supplied four specials.
14. Four (4) wired vocal microphones and one (1) podium microphone can be made available when the Theatre technician is contacted in writing or via email at least 3 weeks prior to the event with a detailed setup plan of stage locations.
15. Douglas College can not guarantee consistency of staff beyond a regular working day/week unless the user is willing to incur overtime costs for staffing.
16. The Theatre is rented **AS IS**. (House Lighting hang, curtain hang, clear stage.)
17. No FOOD or BEVERAGES are permitted in the Theatre. It is the responsibility of the USER to enforce this policy to the Theatre guest by posting an usher on each door. Water bottles and personal drinking containers are permitted.
18. Users are required to provide ushers. They must arrive one hour prior to scheduled curtain time to receive instruction from the Theatre Technician. The College provides no box office services.
19. All set, scenery, costumes and props must be loaded into the theatre from the backstage doors. (Located on the third floor).

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20. Users are responsible for removing programs and other debris from the aisles and seating, removing all set pieces, and sweeping the stage.
21. Failure to comply with any of the above regulations may result in extra charges.
22. Please remember that during weekdays college classes are in session. Your event must minimize noise and activities in the halls.

More information and Stage Drawing can be found at
<http://www.douglas.bc.ca/programs/theatre-stagecraft/facilities/performingarts.html>

(* Site Services is the room booking office of Douglas College)