



PROCEDURES AND GUIDELINES GENERAL

1. In accordance with Athens-Clarke County ordinance, the Morton Theatre is a **smoke-free, vape-free environment**.
2. **No one is allowed to have food, drink, chewing gum, or candy in the auditorium; this includes cast/company/crew.** Water is allowed on stage in closed containers. Food and drink are allowed in the dressing rooms, lobby, pharmacy and conference room provided that they do not contain artificial red or blue food dyes.
3. In the event of severe weather or other emergency, Morton Theatre staff will determine when activities must halt and if/when they may resume.
4. The Presenter agrees to provide proof of comprehensive general liability insurance (including coverage to protect against any and all injury to persons or property as a consequence of the installation and/or operation of any equipment, scenery, props or instruments, provided by purchaser and/or its employees, contractors and agents), within 15 days prior to first performance date. For specific details please see the Morton Theatre Rental Contract, page 2, items 2-4, under "The Presenter Agrees."
5. The Presenter shall provide a minimum of 4 ushers per performance. These ushers are required, and will be directed by Morton event staff, to assist attendees with entry, seating, and safety. If the applicant is unable to provide the minimum number of dedicated ushers, then Morton Theatre Management will secure up to four ushers at the prevailing hourly rate and established 4-hour minimum on the final invoice.
6. In accordance with the Athens-Clarke County Fire Code, all persons entering the theatre for an event must be counted towards the 480-person occupant load regardless of age. Ticketed events require a valid ticket for each patron. Free events also require an entrance token (ticket, stamp, wristband, scanned code, etc.)
7. The Morton Theatre has no dedicated parking of its own. It is strongly recommended that guests park in the West Washington Street Deck, the

entrance to which is on West Washington. The address of the deck is 125 W. Washington St, Athens, GA 30601. **All surface lots surrounding the Morton are privately owned.** Out of respect for the nearby building tenants, and to avoid being towed or booted, please do not park in any private lots unless there is an attendant on duty and you can pay to park. You may use metered on-street parking, but be advised that they are well-monitored and you will likely be ticketed for an expired or over-time-limit meter. Parking is free in the deck and at metered spaces on Sundays.

8. Duct tape and masking tape are not allowed in the Morton Theatre Management. We require that you use cloth tape, Marley tape, or theatrical spike/gaff tape when marking the stage area.
9. All items to be hung should be discussed with the Morton Theatre Management in advance. The lower lobby of the Morton is equipped with picture rails and can be used if discussed in advance with the staff. The Morton Theatre can provide the correct tape if necessary, when marking the stage area. Displays may not be fastened to any part of the facility. Displays must be approved by the Morton technical staff and must not interfere with audience movement and must not cover existing Morton signage or other approved posters. Unauthorized material will be removed and discarded.
10. The use of glitter, balloons, or confetti are prohibited. Bigger pieces like streamers may be allowed at the discretion of Theatre Management, and balloons are permitted downstairs in the lobby and pharmacy. The use of glitter and/or confetti will result in an additional and automatic cleaning fee at a minimum of \$100.
11. Paint is not allowed in the Morton Building. All painted items must be fully dry before being brought into the building. Any paint brought onto the premises will be confiscated and disposed of at the presenter's expense. A minimum \$200 cleaning fee will be charged for any damage done through violation of the no-paint policy.
12. Theatrical lights are to be used exclusively during technical rehearsals and performances. Stage work lights are provided for general rehearsals. Any use of theatrical lighting for any other work will incur additional cost to the presenter.
13. No portion of the sidewalks, entries, passages, halls, stairways, exits or elevators shall be obstructed at any time. These areas are not to be used for any purpose other than entry and exit of the building.

14. No exit lights, emergency lights, houselights, work lights, aisle lights, stairway and hallway security lights, or any other lights necessary for the safe occupancy of the building, shall be obstructed or tampered with in any way.
15. A \$40 fee will be charged for every returned check.
16. If special parking or street closures are required, Morton technical staff should be notified at least 30 days in advance. The necessary permits will be arranged with the proper authorities by Morton staff.
17. The presenter will be charged for repair or replacement of any equipment lost or damaged during the occupancy.
18. Pets are not allowed in the Morton facility. Presenters must have 30-day advance approval of Morton Theatre Management to use animals as part of a performance. Animals approved as part of a performance require dedicated handlers.
19. In the event that the presenter requires a cancellation or any circumstance that would necessitate ticket refunds, it is the responsibility of the presenter to facilitate and administer such refunds that were not processed through the Morton box office. Tickets processed through the Morton Box office will be refunded by the Morton Box Office staff.
20. For security and safety reasons, it is prohibited to prop open any exterior lobby or exit doors in any area of the facility without explicit permission from Morton Theatre Management.
21. Fire codes require that:
 - a. Emergency exit stairways remain clear of all items at all times.
 - b. The lights in the emergency exit fire tower remain on at all times.
 - c. No doors may be propped open or closed unless they have been fitted with a magnetic device used to hold doors as they allow them to close automatically in an emergency.
 - d. Objects that obstruct the view or egress of patrons (e.g. tripods, strollers, infant carriers, wheelchairs) may not be placed in seats or aisles.

Violations of these rules can result in a monitor being stationed in the fire towers or other areas of the building. This over-hire will be billed to the presenter at the prevailing rate for every hour that the building is rented.
22. We cannot foresee all needs and changes that occur. Please inform Morton Theatre Management of problems as soon as they arise, and we will try to work with you to solve them.

PRODUCTION

1. We will schedule a production meeting to discuss the details of your event approximately one month prior to your event. Failure to attend will result in presenter assuming charges for labor as deemed necessary by Morton staff.
2. Out of consideration for the audience, the show must start at the posted time. We allow up to a 10-minute delay to accommodate parking or production-related circumstances. All delays are subject to Morton Theatre Management approval and will take into account unscanned tickets and box office traffic.
3. Morton Theatre Management has final authority on how many technical staff and security officers are needed for any event.
4. Morton Theatre Management reserves the right to eject any person or persons deemed unruly. Morton Theatre Management will not be liable to the presenter for any damages that might be incurred through the enforcement of this right.
5. The Auditorium (House) will be open a minimum of 30 minutes before the posted start time of the performance. Any change will require Morton Theatre Management approval.
6. Only the cast, production crew, and authorized representatives of the presenter and Morton Theatre will be in attendance during scheduled rehearsals. An "open rehearsal" shall be classified as one with any other persons (ex. parents, VIPs, invitees) in attendance and will be declared as a performance, requiring additional labor and other performance rates to be applied to the final settlement.
7. All scenery, special staging, costumes and other property or equipment must be removed immediately upon completion of the final show, any remaining items will be disposed of at the discretion of the Morton staff. Labor and equipment required to dispose of the remaining items will be billed to the presenter.

The Presenter assumes the responsibility to inform cast, crew, and other event participants of these guidelines, and to police these policies accordingly.