



PROCEDURES AND GUIDELINES GENERAL

1. By Athens-Clarke County ordinance, the Morton Theatre is a **smoke-free environment**.
2. **No Food or Drink is allowed in the theatre for anyone including the cast/company/crew.** Water is allowed on stage and there is no restriction on food or drink in the dressing rooms, lobby, pharmacy, or conference room.
3. In the event of inclement/severe weather or other emergency, Morton Theatre Staff will determine when any activities must halt and can safely resume.
4. The Presenter agrees to provide proof of appropriate 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 7 days prior to first performance date.
5. The parking lot next to the Morton Theatre is privately owned, and is only available for event parking if an attendant is on duty. Across the street, the Methodist Church's parking lot is privately owned and does not allow Morton Theatre parking. Both lots will tow unauthorized vehicles at the owner's expense. Parking is best found at the West Washington St. Parking Deck or at metered spaces, which are monitored until 10pm Monday - Saturday.
6. Duct tape and masking tape are not allowed in the Morton Theatre because they leave residue and will damage the stage floor and other surfaces. We require that you use cloth tape, Marley tape, or theatrical spike/gaff tape when marking the stage area. The Morton Theatre can provide the correct tape when marking the stage area. The Morton Theatre can provide the correct tape at an additional cost to the presenter.
7. All items to be hung should be discussed with the Morton Theatre Staff in advance. The lower lobby of the Morton is equipped with picture rail and can be used if discussed in advance with the staff.

8. Due to problems with clean-up, the use of glitter, balloons, or confetti are prohibited. Bigger pieces like streamers may be allowed at the discretion of the Technical Director. If you plan on using glitter/confetti, check with the Technical Director prior to bringing it into the building. The use of glitter and/or confetti will result in an additional and automatic cleaning fee at a minimum of \$100.
9. Paint is not allowed in the Morton Building. The use of paint must take place outside of the Morton and must be fully dry before it enters the building. Any paint that enters the premises will be confiscated and disposed of at the renters' expense. A minimum \$200 cleaning fee will be charged at the end of the rental period if any signs of paint are found to replace/repair the damaged item(s).
10. Due to the cost of stage lamps, we require that stage lights are used exclusively during technical rehearsals and performances. Stage work lights are provided for general rehearsals. Any use of stage lighting for any other work will incur additional cost to the presenter.
11. No portion of the sidewalks, entries, passages, halls, stairways, exits or elevators shall be obstructed by the presenter, nor are these areas permitted to be used for any purpose other than entry and exit to and from the building. 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 not be obstructed or tampered with in any way.
12. A \$30 fee will be charged by the facility for every returned check.
13. Displays may not be fastened to any part of the facility. Displays may be limited by the Morton staff and must be located to avoid interfering with audience movement or covering existing Morton signage or other approved posters. Any unauthorized material will be removed and **will not** be stored by the Morton Theatre.
14. If special parking or street closures are required, please alert us. These details must be communicated to us at least 10 business days prior to the event. The necessary permits will be arranged with the proper authorities by Morton staff. Additional fees will apply.
15. The presenter will incur reasonable costs for repair or replacement of any equipment loss or damage suffered during their occupancy, however caused.

16. With the exclusion of service dogs and animals required and pre-approved by the Morton as part of a performance, pets are not allowed in the Morton facility. Morton staff must be notified in advance if the production requires the use of animals so that the necessary precautions may be taken. Animals approved as part of a performance require dedicated handlers.
17. In the event that the presenter requires a cancellation or any circumstance which would necessitate refunding of ticket income, 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.
18. In accordance with the Athens-Clarke County Fire Code, all persons entering the theatre for an event must be counted towards the 500-person occupant load regardless of age. Ticketed events require a valid ticket for each patron.
19. For security and safety reasons, it is prohibited to prop open any outer Lobby or Exit doors in any area of the facility.
20. Fire codes require that:
 - a. Emergency exit stairways remain clear of all items before and during rehearsals and shows.
 - b. The lights in the emergency exit fire tower remain on at all times.
 - c. No doors may be "blocked" open or closed. The stage left door, stage right door, chorus level dressing rooms, house left balcony-fire tower door, and star level door to the fire tower have magnets to keep them open. These are the only form of device that can be used to hold doors as they allow them to close automatically in an emergency.
 - d. Inanimate objects (i.e. tripods, strollers, infant carriers, wheelchairs) cannot be placed in areas (i.e. seating rows) that obstruct the view or egress of patrons.

Violations of these rules will result in the possible employment of a monitor stationed in the fire towers by the Morton Theatre. This over-hire will be billed to the presenter at the prevailing labor rate for every hour that the building is rented. This clause acts as full warning to adhere to the rules outlined in the "*Fire Marshall Letter*" in the rear of this folder.

21. We cannot foresee all needs and changes that will arise. Please inform us of problems as soon as they arise, and we will try to work with you to solve them.

PRODUCTION

1. Approximately one month prior to your event, three attempts will be made to schedule a production meeting to discuss the details of your event. This meeting must occur prior to 30 days before the rental of the building. Failure to meet with Theatre staff will result in presenter assuming charges for labor as deemed necessary by Morton Staff.
2. For the consideration of your audience, the show must start at the posted time. We allow up to a 10-minute leeway from the posted start time to accommodate for downtown parking delays. All delays are subject to Morton staff approval and usually take into account unclaimed will-call tickets and patron traffic at the box office.
3. The Executive Director has final authority on how many technical overhire staff or security officers are needed for any event.
4. The Morton staff reserves the right to eject, or arrange the ejection, from the premises any person or persons deemed unruly. The Morton staff will not be liable to the presenter for any damages that might be incurred through the enforcement of this right.
5. House will open a minimum of 30 minutes before the posted start time of your performance.
6. It is understood that **only** the cast, production crew, and authorized representatives of the presenter and Morton Theatre will be in attendance during rehearsal times. An "open rehearsal" shall be classified as one with any other persons in attendance and will be declared as a performance, causing the listed performance rates to be applied to the final settlement.
7. Following the completion of the final event, all scenery, special staging, costumes and other property or equipment brought into the Morton facility must be removed immediately. Under special arrangement, an additional amount of time may be allowed. If no arrangement has been made, all 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.