



PROCEDURES AND GUIDELINES STAGE

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. NO Anchoring to any floor at the Morton Theatre, including the stage, is allowed; no nails, screws, stage screws, staples, things with unprotected spikes, etc. Stage jacks, sandbags and stage weights are the only form of securing to the floor. If you have cause to use equipment that has spikes, you must cover the spikes with a rubber boot, tape, or provide a rug.
4. 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 to replace/repair the damaged item will be charged at the end of the rental period if any signs of paint are found.
5. The Morton Theatre can provide crews for load-in/out and a variety of other tasks. We ask that you give a minimum two weeks notice if you require us to provide crew for your event.
6. The Morton Theatre loading doors are 17 feet above Hull Street from sidewalk to the bottom of the door threshold. The Morton Theatre has a forklift to be used for loading in large pieces of sets and props. The forklift will be operated by an employee of the Morton Theatre and prevailing rates apply. Because of this constraint, the Morton advises sets to be built in smaller, lighter pieces that can be carried up stairs.
7. In the event of inclement/severe weather or other emergency, Morton Theatre Staff will determine when any activities must halt and when safe to resume.
8. An ADA wheelchair lift is located house left to stage right for disability access to the stage. This lift is keyed and requires Morton Theatre Staff for operation. **This lift is under NO circumstances to be used for moving equipment.**

9. The Young Chang studio upright piano is located in the orchestra pit and cannot be moved from this area. A Young Chang concert baby grand piano is located on stage. Rental rates for both pieces of equipment include one professional tuning for the run of the show. A minimum of 8 business days is required to schedule or cancel use of either piano.
10. The Morton Theatre does not have a resident sound or lighting designer. We can provide you with the names of local designers that are familiar with the Morton Theatre upon request.
11. The Morton Theatre has a general hanging plot for lighting, which accommodates many different types of performances. If you need to move or add lighting instruments, you must restore to the house plot (including gels) during the strike of the show. If the restore does not meet the approval of the Technical Director or no restore takes place, the presenter will be billed for at least 4 hours per technician required for an adequate restore.
12. There are eight six-foot tables available for use on stage or in the lobby for event sales or displays, at no charge.
13. The Morton Theatre has a podium for use free of charge; the Morton logo on the podium cannot be covered or obstructed.
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 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 College Ave. and Washington St. Parking Decks or at metered spaces, which are monitored until 10pm Monday - Saturday.
16. Due to the cost of stage lamps, we require that stage lights be 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.
17. Because of the potential safety concerns and insurance, we require any rigging be done under the direct supervision of the Technical Director. The Technical Director must also inspect all rigging prior to non-rigging crew and actors entering the stage. The Morton Theatre will be happy to provide you with any information or assistance for rigging.

18. 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.

19. Due to the fact that soft goods can be damaged very easily, we request that you inform our Technical Director if you believe that you will need to move any soft goods. Pending approval, the Technical Director will assist you with this process.

20. The Morton Theatre has a new nylon hand-line rigging system. Spike (fabric) tape is the only tape to be used on the rigging system because other tape will leave residue. We can provide spike tape at no charge if you are using our fly system in order to keep the system in the best of conditions.

21. 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 at an additional cost to the presenter.

22. All pyrotechnic devices, including, but not limited to, candles, flash paper, smoke bombs, and industrial or constructed fog machines are permitted only with the permission of the Executive Director AND Fire Marshall's inspection and approval. Advanced notice of a minimum of 5 business days before the first anticipated use in the theatre (including rehearsals) is required.

23. Three Telex Headsets are available and will be set out for each show with locations at the: lightboard, soundboard, and stage right. One additional pack can be requested for either a spot light operator or for in the house during rehearsals.

24. 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.
25. Upon completion of the production, we request that any soft goods that were moved be returned to their original positions, any spike marks (on stage or fly lines) be removed, and that the dressing rooms and pit area be cleaned of any debris.
26. In the event of damage to the facility/equipment (eg. paint anywhere, glitter, crayon marks on floors/walls or other, the use and/or residue of unapproved tape, paint in or around the building, removed paint by unapproved tape), a minimum \$100 cleaning fee will be charged at the end of the rental period.
27. If a presenter provides their own sound and/or lighting technicians, a one-hour per technician training/evaluation is required prior to any operation of equipment. This training is to be completed by load in time of performance. Presenter is not charged for this time, but training must be completed before the presenter is in the Morton. Pending training, the Technical Director reserves the right to deny the technician permission to use the Morton Theatre's equipment. The Presenter may find another technician or the Morton Theatre will provide one at the prevailing rates and minimums.
28. The Morton Theatre Technical Director is not responsible for operation of equipment during a production or rehearsal. Any systems that are to be used during a show require a dedicated technician. If presenter-provided technician is not trained prior to load-in, or the technician does not pass the training, the Morton Theatre will provide a technician at the prevailing rate and minimums upon load-in date.
29. The presenter will incur reasonable costs for repair or replacement of any equipment loss or damage suffered during their occupancy, however caused.
30. The Executive Director has final authority on how many technical over hire staff or security officers are needed for an event.
31. For the consideration of your audience, the show must start at the posted time. We allow a maximum of 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 additional factors including unclaimed will-call tickets and patron traffic at the box office.
32. 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.