



Mulgrave Road Theatre RoadHouse **House Policies**

Mulgrave Road Theatre (hereinafter known as the Theatre) has the right to modify policies and guidelines as needed. The Theatre Administrator will review and periodically update programming policies and guidelines.

The representative (hereinafter known as the Renter) for the rental accepts the venue in as-is condition. An inspection of the condition of the theater will be conducted prior to the event date; these inspections will include a discussion of evacuation procedures in the event of an emergency. Inspections can also occur during the reservation period, at a mutual time decided by the Theatre and the Renter.

Any unsafe conditions must be reported to the Theatre for inspection and/or correction.

Venue

- Anything that might damage the stage or the curtains is not allowed. This includes, but is not limited to: paint, glitter, glue, and liquids of any kind, other than water.
- Theatre lighting is only to be used by Theatre staff who have completed training on the lighting system. No exceptions.
- Currently all load-ins must be made from the main entrance.
- The Renter is responsible for any damage to the venue or equipment incurred during the rental period.
- No alterations or permanent attachment(s) to the venue is permitted.
- Screwing or nailing into the stage floor, walls or ceiling is not permitted.
- Masking tape is the only tape permitted on the walls of the theater. No

other type of tape or fastener is allowed on the walls, with the exception of the metal walls to the left and rear as you enter the building. Other types of tape or fasteners must be approved by Theatre staff prior to use.

Fire Regulations

- Open flames, torches, candles, smoke generation machines, etc., are not permitted under any circumstances.
- No explosives, flash powder firearms, etc. are permitted.
- Smoking and the lighting of smoking materials is not permitted in the venue or within 15 feet of the doors or air intakes.
- Nothing is to be hung from the pipes or equipment.
- No confetti, balloons, or other materials may be released within the theater space during a rental.
- Fire extinguishers, strobe lights, fire alarm pull stations, exit signs, fire sprinklers and egress paths must be visible at all times; they may not be obstructed, or covered in any way.

Egress Requirements

- A minimum width of 44 inches of unobstructed space is required for aisle ways, walkways, and in-between risers.
- All doorways and aisles must be kept clear and unobstructed.

Risers and Audience Seating

- Seating and/or riser configurations may only be set by house staff.
- The maximum building capacity is limited to 60 persons. Please check Covid regulations at the time of your rental.
- The audience must only be seated in designated seating areas.

Housekeeping

- At the end of the rental, all items not belonging to the Theatre, must be removed or discarded by the Renter.

- Each Renter is responsible for the general cleaning and upkeep of the space at the end of the rental. This includes but is not limited to bagging up trash and placing it in foyer for pickup, cleaning the Renter's items out of fridge, sweeping if required.
- The Theatre will oversee the major maintenance and custodial needs of the space.
- Any items that are left behind may incur a disposal charge billed directly to the Renter.

Food and Drinks

- We are not a licensed facility and alcohol is strictly prohibited. The Renter may apply to the NS Alcohol and Gaming Authority for a Special Occasions Permit. This must be in place prior to the event.
- The Renter is permitted to have non-alcoholic beverages and food during the rental period. The renter must ensure any necessary permits are obtained if serving food to the public.
- Please ensure all food and beverage related items are picked up and cleaned before departing.

General

- Personal items such as cell phones, laptops, tools, purses and anything of value should not be left unattended in the venue.
- The Theatre will not be held responsible for any personal items left unattended at the venue.
- Our goal is to provide a clean and comfortable venue in which our community can join together to enjoy cultural experiences, these policies were created with this goal in mind.
- Any questions or concerns should be directed to the Administrator at admin@mulgraveroad.ca or 902-533-2092. Office hours are Monday - Friday, 9:00am - 4:00pm.

Thank you for your cooperation.