

Spangenberg Theatre

780 Arastradero Road
Palo Alto, CA 94306
(650) 444-7127

House Rules and Applicant Behavior Expectations

HOUSE

- 1) Any modification to the House requires a Special Permit issued by the PAFD and presented to Theatre Manager prior to load-in;
- 2) Applicant will introduce to Theatre Manager one person such as PM, SM or TD who will coordinate all technical support requests;
- 3) Access to tech booth limited to SM, ASM, TD, Lx op and Snd op;
- 4) Training of tech booth equipment for Applicant Tech Crew is imperative before access and hands-on;
- 5) Applicant tech support in-the-house, e.g. video, audio, etc., will use mid-house area and tape down, in an aesthetic and safe manner, all cables which intersect public access using proper gaffer's tape or carpets and removed at strike;
- 6) Applicant will use rope or ribbon (NO tape) to section-off or designate special seating and must be removed at start-of-show;
- 7) NO food, gum or drink, save water, is allowed in the house, onstage, backstage or tech booth;
- 8) Performers will not apply hair-care and make-up in the house or lobby;
- 9) House max occupancy is 953 – NO SRO ALLOWED – and Applicant will monitor at the door;
- 10) Strike is end-of-show load-out and restore House to original condition, including Lx plot;
- 11) Animals are prohibited with the exception of ADA service animals;
- 12) Applicant will contact Theatre Manager within 20 minutes after contracted "Time In" or risk cancellation without refund.

ONSTAGE

- 1) Performers and Tech Crew will abide by basic general theatre stage safety procedures at all times;
- 2) Client will not block Fire Escape Routes, RED zones, and YELLOW boundary at the fly rail, doors or stairs;
- 3) Applicant will not move or relocate anything around the theatre spaces, including ladders, risers, chairs & stands, etc.;
- 4) Applicant will not load the rail or enter light grids/rafters;
- 5) Applicant will not operate the fly system for any reason (no exceptions);
- 6) All scenery and rigging is subject to inspection, approval, and modification by the Theatre Manager. No rigging, materials, or construction that is deemed unsafe will be permitted;
- 7) Applicant will supply all their own necessary rigging, tape, tie-line, extension cords, etc. to support their event needs;
- 8) All scenery, properties, and soft goods used must be flame-proofed before they may be used on stage. Applicant must show certification of flame proofing upon request and are subject to inspection by the state Fire Marshal;
- 9) CA State law prohibits open flame of any kind in a theater. This includes candles, matches, lighters, incense, etc. The use of any form of pyrotechnics is strictly prohibited unless approved by Palo Alto Fire Department;
- 10) The use of strobe lighting and ultra-violet light must be approved by Theatre Manager prior to load-in. Notices must be posted in the lobby for any performance using such effects;
- 11) CA State law prohibits the possession of weapons anywhere on the Gunn High School campus, including in the Spangenberg Theatre. This includes, but is not limited to, firearms and knives. Any weapons to be used in performance must be approved prior to event by Theatre Manager. Stage firearms must not be capable of firing any projectile. Firearms that fire blank cartridges are not permitted. Stage knives must be dulled and/or retractable. Any prop that is deemed to be unsafe will be confiscated;
- 12) Applicant will only use proper spike tape or gaffer's tape onstage and must be removed at strike;
- 13) Onstage max occupancy is 160.

FRONT-OF-HOUSE

- 1) Lobby and house dressing and display methods must be approved by Theatre Manager and must be completely removed at strike, including staples, tape, tacks, nails, etc.;
- 2) Applicant will not distribute decals, or anything adhesive to patrons entering house;
- 3) Applicant will not use duct tape, masking tape or scotch tape on any Spangenberg property.

SURROUNDING PREMISES

- 1) CA State Law prohibits smoking, alcohol, drugs, weapons, pyrotechnics or fire in or around Spangenberg Theatre;
- 2) Applicant will impress upon their patrons the proper traffic routes into and out of Gunn High School campus parking.

NOTE

- 1) Prior to every performance an announcement containing the following information must be made by a live person: the locations of all fire exits; special warnings regarding the use of lighting effects (e.g. strobes), sudden or sharp noises (e.g. gunshots), etc.;
- 2) Charges will be incurred for all House Rules violations and damages to the facility or equipment during Applicant-event;
- 3) Facility Use Permit may be revoked whenever there has been a violation of the stated rules and regulations herein;
- 4) This form must be signed and dated by Applicant and presented to Theatre Manager prior to load-in.