



PROCEDURES AND GUIDELINES STAGE

1. By Athens-Clarke County ordinance, the Morton Theatre is a **smoke-free, vape-free environment**.
2. **Food, drink, chewing gum, and candy are NOT permitted 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. NO Anchoring to any floor at the Morton Theatre, including the stage, is allowed; this includes nails, screws, stage screws, staples, unprotected spikes, etc. Stage jacks, sandbags, and stage weights are the only permissible 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 at prevailing rates and minimums for load-in/out and a variety of other tasks. We ask that you give a minimum of 30 days' notice if you require us to provide crew for your event.
6. The Morton Theatre loading doors are 17 feet above Hull Street from the 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 a fully certified technician hired by 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 upstairs. For additional details, see the Morton Theatre Tech Rider.
7. In the event of inclement/severe weather or other emergency, Morton Theatre Management will determine when any activities must halt and when safe to resume.
8. An ADA wheelchair lift is located house left (stage right) for access to the stage. This lift is keyed and requires Morton Theatre Staff for operation. A motorized stair chair is

located in the east fire tower to provide ADA access to the chorus level dressing room and the auditorium levels. **Under NO circumstances should the lift or stair chair be used for moving equipment.**

9. A Young Chang concert baby grand piano is located on stage. Rental rate includes one professional tuning for the run of the show. A minimum of 30 days is required to schedule or cancel use of either piano.
10. Morton Theatre Management does not have resident sound or lighting designers; however, Theatre Management can assist you with locating local designers.
11. The Morton Theatre has a general hanging plot for lighting, which accommodates many different types of performances. If you require more specific, additional or extensive changes to the plot, you are required to meet with Morton Theatre Management at least 30 days prior to your load-in to discuss plans for which additional fees and/or labor may apply.
12. There are a number of folding 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 must not be covered or obstructed.
14. If special parking or street closures are required, please alert Morton Theatre Management. These details must be communicated at least 10 business days prior to the event. The necessary permits will be arranged with the proper authorities by Theatre Management. Additional fees may apply.
15. The Morton Theatre has no dedicated parking of its own. It is strongly recommended that participants 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.** This includes the First United Methodist Church across the street. 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.
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. Due to 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. Morton Theatre Management 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 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. The stage left door, stage right door, chorus level dressing rooms, house left balcony-fire tower door, star level door to the fire tower and the door between star level and pharmacy annex 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. 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 will result in the possible employment of a monitor stationed in the fire towers by the Morton Theatre. This labor will be billed to the presenter at the prevailing labor rate for every hour that the building is rented.

19. The Morton Theatre has a 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 require that you use cloth tape, marley tape, or theatrical spike/gaff tape when marking the stage area. Spike tape will be provided at no charge if you are using the Morton's fly system. Any spike marks (on stage or fly lines) should be removed and the dressing rooms and pit area should be cleaned of any debris.

20. 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 Morton Theatre Management AND Fire Marshall's inspection and approval. Advanced notice of a minimum of 30 business days before the first anticipated use in the theatre (including rehearsals) is required.

21. Wired Telex Headsets are available and will be set out for each show with locations at the: lightboard, soundboard, stage left and stage right. Additional wireless headsets can be requested for either a spotlight operator or for in the house during rehearsals.

22. 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.

23. In the event of damage to the facility/equipment, a minimum \$100 cleaning fee will be charged at the end of the rental period.

24. If a presenter opts to provide their own sound and/or lighting technicians, they must be approved by Theatre Management no less than 30 days prior to their first rental date. Morton Theatre Management reserves the right to deny the technician permission to use the Morton Theatre's equipment. The Presenter may submit a qualified replacement technician for Theatre Management approval, or the Morton Theatre will provide qualified technician/s at the prevailing rates and minimums. Please be advised that technician/s provided by the presenter are acting as an agent of the presenter; meaning any and all damages caused to the equipment by the technician will be levied against the presenter in the final invoice.
25. The presenter will incur costs for repair or replacement of any equipment loss or damage suffered during their occupancy, however caused.
26. Morton Theatre Management has final authority on how many technical over-hire staff or security officers are needed for an event.
27. Out of consideration for the audience, the show must start at the posted time. We allow up to a 10-minute delay to accommodate patron or production-related circumstances. All delays are subject to Morton Theatre Management approval and will take into account unscanned tickets and box office traffic.
28. We cannot foresee all needs and changes that will arise. Please inform Morton Theatre Management of problems as soon as they arise, and we will try to work with you to solve them.

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