

County of Henrico Division of Recreation and Parks

HENRICO THEATRE

305 EAST NINE MILE ROAD – Henrico, VA 23075

General Guidelines for Performances and Rehearsals

TECHNICAL REQUIREMENTS

1. It is the responsibility of the renter to ensure that their production needs are met.
2. The Renter is responsible for providing all staff needed to execute their event. This includes: Production Manager, Stage Manager, Technical Director, Sound Designer, Light Designer, House Manager, Usher, and Box Office Staff. A list of individuals performing these roles needs to be provided to Henrico Theatre Staff fourteen (14) days prior to the event.
3. A staff technical adviser is assigned to see that the events needs are met within the guidelines set by the Theatre.
4. One-time or First-time Renters are required to receive training from the staff technical adviser. This training is mandatory. Returning renters may have this training waived if they are using the same technical staff. Training includes general operating instructions for the Theatre's lighting and sound equipment, and discussion of theatre safety and Henrico Theatre operational protocols. Due to the heavy schedule of the theatre use, the event production manager should make arrangements in a timely fashion for training in advance of the event. Only the trained staff is allowed to operate the sound and lighting equipment. Failure to complete the training will result in the Renter being denied access to the sound and lighting equipment.
5. If the Renter needs more than simple lighting (warm-cool, on-off), a lighting designer must be provided by the Renter and if the Renter needs more than simple sound (CD player and one wired hand-held microphone), a sound designer must be provided by the Renter.
6. Volume levels should not exceed 95 decibels per OSHA standards at any time. Any Renter that exceeds 95 decibels will be asked to turn the volume down. If the Renter does not comply, Henrico Theatre Staff will turn the power off that controls all amplifiers.
7. Henrico Theatre assumes no responsibility for equipment failures due to operator error.
8. Henrico Theatre assumes no responsibility for plans made by a renter that are not allowed due to Henrico Theatre guidelines or fire code.
9. A lighting rep plot and theatre specifications sheet including the list of available sound and lighting equipment may be obtained from the Site Manager. Any lighting adjustments are to be restored according to the rep plot at the conclusion of the event.
10. It is highly recommended that a renter who programs the light board make a back-up copy of the program (requires a 3 1/2" floppy disk). Henrico Theatre assumes no responsibility for failure due to loss of a show's setup program.
11. A Renter planning on using any of Henrico Theatre's sound equipment must complete the Henrico Theatre Room Setup & Equipment Form thirty (30) days before the event date requested. Renters will only be granted access to equipment listed on this form. Failure to complete this form will result in the Renter being denied access to all sound equipment except one (1) wired hand-held microphone and CD player.
12. A Renter must provide batteries for all wireless microphones they use. All of Henrico Theatre's wireless handheld and wireless packs take two (2) AA batteries.
13. No outside lighting, sound, or special effects equipment can be used without the written permission of the Site Manager. Approved equipment must be placed within the seats of the theatre or backstage – aisles must remain clear as per fire code. Cables running through the house must be secured and clearly marked. No cables may run directly across exit doors
14. Fog, dry ice generators, and smoke may NOT be used.
15. Any special set considerations and special effects must be approved before their use.
16. Indication must be made in show programs or by announcement if a strobe light or gunshots will be used in a production, due to the effect on those with epilepsy or bad hearts, etc.
17. No tape may be used on the walls or seats or painted surfaces in the theatre or backstage areas.

Revised July 1, 2012

18. Duct tape and white masking tape may not be used on the stage floor. Theatre staff will remove such tape immediately. Gaffer's tape, theatrical spike tape, glow tape, or (preferably) colored plastic electrical tape is allowed. Henrico Theatre will not provide tape.
19. Repairs to damage resulting from the peeling of tape may be charged to the renter at the discretion of Henrico Theatre.
20. Use of the pit and storage of instruments and equipment in the pit requires special scheduling a minimum of fourteen (14) days prior to the event date. Only multi-day rentals will be granted access to pit. The Event Production Manager should discuss such scheduling with the Site Manager. The setup fee will be assessed to Renters using the pit.
21. Nailing/screwing to the stage floor is only permitted with approval from the Site Manager. Renters must remove nails and screws carefully during strike to minimize damage of the stage floor surface.
22. No set painting is allowed on stage without permission of the Site Manager.
23. Painted or dripped on floors must be repainted black by the renter immediately following strike with the County provided black paint and rollers (advance notice required). Failure to do so will be considered damage to Henrico Theatre.
24. Renters are responsible for their own box office personnel, ticketing, reservations and house manager.
25. Renters are responsible for doing their own marketing for their events. A copy of all printed materials must be provided to the Site Manager prior to being released to the public.
26. The theatre has six seating positions located throughout the theatre that are designated as wheelchair accessible seating.
27. No food or drink is permitted in the theatre (house, booth or stage). Food and drink is permitted only in the Green Room and Dressing Rooms. Renters are responsible for cleaning up after each day's use, including Green Room and Dressing Rooms.
28. Renters are required to strike their production/event immediately following the closing performance.
29. Renters will restore the theatre and its support spaces to the condition in which it was found, including but not limited to:
 - I. Removal of all set pieces, costumes, props, outside equipment;
 - II. Restoration of general lighting, sound, and drapery plots; lighting and sound equipment restored properly;
 - III. Removal of all tape from floors and equipment, repainting of stage floor if required;
 - IV. Removal of all materials from house, lobby, and box office;
 - V. Restoring furniture to original positions;
 - VI. Cleaning/straightening of Dressing Rooms and Green Room areas;
25. Henrico Theatre Staff will inspect the theatre and its support spaces following strike of the event.
26. The Renter will be responsible for any cleaning and repairs (i.e. nail/screw removal, repainting, tears in curtains, paint on curtains or carpets), or replacement due to damage or misuse.