

PROGRESS ENERGY CENTER FOR THE PERFORMING ARTS
HOUSE POLICY

Event Personnel: The Production Supervisor must be present in the theatre for ANY activity within the building and a crew minimum of three (3) technicians is required for any event. For safety and security, a minimum of three (3) ushers, one (1) uniformed police officer, and one (1) non-uniformed officer will be required for all events.

Theatre Entrance: Production personnel will most often enter through the doors at the rear of the building. Any building activity occurring during non-business hours (Mon-Fri, 8:00am-5:00pm) will require a door guard to be posted.

Parking: Production personnel is to park at the rear of the center. Parking passes are arranged through the Production Supervisor. At no time will parking be allowed in the loading dock. **Violators will be towed.**

Decorating: At no time shall decorations or equipment be placed in or on the building, walls or corridors, nor shall any signage be supported by nails, tacks, screws or tape on walls, doors, railings or woodwork without prior approval by the Production Supervisor and Event Coordinator. **Helium balloons are never allowed in the building.**

Lobby Set-ups: Arrangements for tables, chairs, skirting, easels or related items must be made in advance of the event with the Event Coordinator.

Food & Drink: At no time are food and drink permitted on the stage or in the control booth.

Smoking: The entire building is a no smoking facility.

Telephones: At no time can the house production office phone be used. Phone lines can be provided for a company's needs.

Delivery and Pick-up: All deliveries must be scheduled with the Production Supervisor. Upon load out of an event, all related equipment and material must be removed; anything left in the building subsequent to an event will be disposed of and charged to the client accordingly.

Expendables: The center does not provide hardware, lumber, gel, tape, office supplies or other expendables.

RALEIGH MEMORIAL AUDITORIUM
HOUSE POLICY

Labor: ALL LABOR is provided by Progress Energy Center. Crew calls should be supplied to the Production Supervisor as far in advance of the event as possible. There is no full time stage crew; all technicians are scheduled by the Production Supervisor per the client's request and billed accordingly. Unscheduled calls or changes which arise during the production process should be communicated to the Production Supervisor in a timely manner so as to ensure the most qualified personnel is secured. Cancellation of scheduled calls is subject to full labor charges if all attempts to contact crew personnel are unsuccessful.

Calls are scheduled at a four (4) hour minimum and no more than five (5) hours between meal breaks. A two (2) hour call back from a meal break on continuous calls is minimum. Breaks are taken at the mid-point of each call. Work cannot be scheduled in overtime without the Production Supervisor's approval.

The Progress Energy Center is owned and operated by the City of Raleigh. To ensure the safety of personnel, patrons and property, no one except City of Raleigh stage technicians may operate any house owned equipment. At no time will the failure to fulfill a call allow persons other than City of Raleigh employees to operate any house equipment. The Progress Energy Center retains the right to approve decorators, contractors or other service personnel employed by the client.

Safety to persons and property is considered the most important rule of consideration. If at any time the well-being of staff, patrons or equipment is threatened or jeopardized, it is within the power of the house staff to terminate these actions immediately.

At no time will any individual not directly connected to the production and familiar with its execution be allowed onstage or backstage. Arrangements should be made for friends and family to meet company members in the lobby. ***This is not negotiable.***

Subject to change without notice. June 2002