LIABILITY INSURANCE REQUIREMENT

5. You must have ***ONE MILLION DOLLARS of LIABILITY INSURANCE*** to occupy the building. The insurance certificate must cover all dates and times you will be in the theatre. **(IMPORTANT—Please ask your agent to list *AUBURN SCHOOL DISTRICT AND ITS EMPLOYEES* as *ADDITIONAL INSURED.)* Email C.O.I. to: csmetheram@auburn.wednet.edu**

6. If you require **GELS, CDûs, Gafferûs tape, tie line, etc.** you will need to supply your own. You also must provide your own **BATTERIES for wireless microphones**. ***Client must provide exact weight for all flys/linesets including hardware, and wiring within +/- 15 lbs. If you give us the incorrect weight your equipment may end up damaged!* Our Technical Director(s) will meet with you to discuss all your technical needs and to answer questions.**

7. Please check with Managing Director before making deliveries. **With back-to-back usage, we have no storage space available.**

8. All materials used on-stage must be flame-proofed (self-extinguishing). The technical director will provide the name of a theatrically acceptable flame retardant. **NO OPEN FLAME OR PYROTECHNICS ALLOWED.**

9. **Other than bottled water, NO FOOD OR DRINK IS ALLOWED IN THE THEATRE AT ANY TIME. NO EXCEPTIONS.** *(Performers are allowed food and drink in the green room only.)*

10. **NO SMOKING/VAPING or ALCOHOL** permitted on Auburn School District premises, including inside buildings or in the parking lot.

11. Please arrive at the time indicated on your building use application. ***A Lead Technician must be on-site at all times.*** **DO NOT ARRIVE EARLY OR ASK A CUSTODIAN TO LET YOU IN!**

12. **PLEASE DO NOT PARK IN LOADING ZONES OR FIRE LANES** *(unless loading and unloading)*

13. Facility owned sound and lighting equipment is available at no additional equipment charge. **All district-owned theatrical equipment is operated by district employees *only*.**

14. **NO ON-SITE SET-BUILDING. All sets must be pre-fabricated prior to show date.**

15. **Assistive Listening Devices (ALD)** are available upon request for patrons at no charge. *(See House Manager for details.)*

16. If a **PIANO** is requested for your event, we provide its tuning service and the fee will be added to your final bill.

17. **TICKETING: CLIENT is solely responsible for TICKET SALES, TICKET COLLECTION and REVENUE/ RECONCILIATION.**

18. **All event personnel must arrive with adequate time to be briefed on theatre policies and emergency evacuation procedures by our house manager *(at least one (1) hour prior to the event)*.**

You must provide the following personnel unless otherwise pre-arranged with Managing Director:

Ushers (# to be determined by size and type of event)
Box Office personnel (& supplies)
Concession personnel (& supplies)
SECURITY - ***A Safety Officer or Officers will be assigned to your event at a rate of $60/hour per officer***
Parking attendants (if deemed necessary)

18. If the **MEDIA** has been invited to your event, the Managing Director must have at least 48 hours notice.

19. If a problem arises during your event, please notify Theatre Management immediately.

Signed_____ **Date**_____ ***(Revised 8/29/24 KLD)***