

DUKE ENERGY CENTER FOR THE PERFORMING ARTS
HOUSE POLICY

Event Personnel: A Production Supervisor must be present in the theatre for ANY activity with a minimum crew of three (3) technicians. Also, for the safety and security of all patrons the Center requires a minimum of three (3) DEC ushers, one (1) uniformed City of Raleigh Police Officer and one (1) non-uniformed DEC officer for all events.

Theatre Entrance: Production personnel will most often enter through the doors at the rear of the building. Any activity in the Center will require a door guard to be posted at designated entrances to be determined by DEC Management.

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 on the building walls or in the corridors. Also, no signage is to be supported by nails, tacks, screws or tape on any walls, doors, railings or woodwork without prior approval by the Production Supervisor and Event Coordinator. **Helium balloons are never allowed in the building.**

All scenery and props should be constructed of materials that are inherently flame retardant, or should be treated with a surface applied or immersive flame retardant treatment. All scenery and props are subject to on-site testing per NFPA 705 Standard at the judgment of the Venue Production Supervisor and may be banned from 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: No food and/or drink will be permitted on the stage or in the control booth at any time.

Smoking: The entire Duke Energy Center 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. Please see the Rate Schedule for details.

Delivery and Pick-up: All deliveries must be scheduled with the Production Supervisor. All related equipment and material must be removed upon load-out of an event. Any items 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.

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Labor: ALL LABOR is provided by Duke 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. There will be 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.

Technician Holidays are as follows and will be billed at time and one half:

New Year's Day, Easter Sunday, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

Production Supervisor Holidays are as follows and will be billed at time and one half:

New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgivings Day, the day after Thanksgiving, Christmas Day and either Christmas Eve or the day after based on City of Raleigh holiday schedule.

The Duke Energy Center is owned and operated by the City of Raleigh. In order to ensure the safety of all personnel, patrons and property, at no time shall any person except **City of Raleigh Stage Technicians** operate any house-owned equipment. Also, at no time will the failure to fulfill a call allow any persons other than **City of Raleigh Employees** to operate any house equipment. The **Duke Energy Center Management** retains the right to approve decorators, contractors or any other service personnel employed by the Customer.

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 that is 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. July 2011