



RULES AND REGULATIONS

The rules and regulations of the theatre have been developed to ensure the smooth running of the theatre for all productions using the space. Therefore, these rules and regulations must be followed. Please bring this copy with you when you have your Rules and Regulations tour.

BOOKING & PAYING FOR THEATRE TIME

All rehearsal/tech time must be requested in writing. **Email: HUDSONTHEATRE@GMAIL.COM.** You will be charged for all requested time even if you leave early or arrive late or are unable to use that time for any reason. Your alarm code in and out will be used to confirm your chargeable time if a problem arises.

USING THEATRE SPACE

There is no eating, drinking (water is ok) or smoking in the theatre at any time. This includes the stage itself, the booth and the audience seating area. Eating and drinking is only allowed in the dressing rooms. If you are found with food in the theatre, you will be subject to a \$35 fine.

A PERFORMANCE REPORT must be filled out after any use of the space (end of each night if during a load-in week). Put completed reports on the Hudson box office shelf, hand to a Hudson staff person, or put through the mail slot in the front door at 6539 Santa Monica Blvd. Blank Performance Reports can be printed out via the website...go to www.hudsontheatre.com, click on producers and then enter the password *opensesame*. **Communicate** to us in your Performance Report. If something needs our attention or you have a technical problem, please let us know. If your problem is an emergency and management is not in the theatre, call our technical director Steve Pope at 323.428.8984.

In the case of failing technical equipment or air conditioning on the night of a performance, the Hudson staff will endeavor to correct the issue in a timely manner, but there are no refunds. If a performance is canceled due to failing equipment or a/c, a replacement performance will be offered at no additional cost.

Placement of musicians **MUST** be approved by Hudson staff.

There is no amplified sound unless approved by Hudson staff, and sound levels will be monitored throughout the run to ensure undisturbed enjoyment in all spaces. Because of sound/noise agreements with other building tenants, daytime rehearsals will not in most cases be conducted at full volume with regards to amplified sound.

HOUSEKEEPING

The facility (dressing rooms, booth, audience area) must be left clean after each use. Cleaning supplies and equipment (brooms, mops, trash liners, vacuum cleaner, etc.) are provided by the theatre. If you need to clean messy food props, mops, paint brushes, etc., use the utility sink located in the utility bathroom in the hallway next to the GUILD Actor's Entrance door.

At the end of each usage of the space, you must clean up the theatre and throw away all trash. This includes sweeping, picking up the house, taking the trash to the dumpsters, putting fresh liners in the cans, and whatever else is needed. Make a Performance Report notation if an item was already there when you arrived (e.g.: drink cup, trash), but please clean it up anyway or you will be subject to a \$35 fine.

Dressing rooms should be left neat and clean. Please do not tack, tape or nail anything to the walls. Any food items left behind MUST be stored in sealed containers. Do not leave personal belongings on the counters when your show is not playing. The upper shelves are used to store all the props and belongings you choose to leave behind on your dark nights. Be aware that other shows need the counter space cleared for their use.

SECURITY

During rehearsals, you must keep the back door locked to keep strangers out. To protect your belongings, do not leave the dressing rooms unlocked or unattended with the doors open. The Hudson is not responsible for any losses. Though you will be assigned a lock-up area as required by Equity.

Each show must code in upon entering the theatre and code out when leaving the theatre. If a show is coming in as you are leaving, you must code out and they must code in. Failure to follow this simple security procedure may result in the forfeiture of your theatre keys and alarm code. You may then be required to pay a fee to Hudson staff each time you need the space opened or closed (depending on the time). Do not allow any person that has not been properly trained to lock up the theatre. It is our experience that the theatre will not be properly closed down with all elements checked unless the lock up is done by a Hudson trained individual. Failure to properly secure the theatre when leaving carries a possible \$250 fine.

Hudson Mainstage

When you lock up, remember to check and lock all doors including the front door on Santa Monica Blvd, the door at the top of the stairs, all the dressing rooms, the load-in doors. **IMPORTANT:** At night, also lock and bolt the black metal security doors from the hallway onto Hudson Ave., especially if you are one of the last shows. Don't worry about locking anyone in. We can always get out.

Hudson Backstage

When you lock up, remember to check and lock all doors including both front and back doors, the dressing rooms and the stage door. **IMPORTANT:** At night, also lock and bolt the black metal security doors from the hallway onto Hudson Ave., especially if you are one of the last shows. Don't worry about locking anyone in. We can always get out.

Hudson Guild

When you lock up, remember to check and lock all doors including both front and back doors. **IMPORTANT:** At night, also lock and bolt the black metal security doors from the hallway onto Hudson Ave., especially if you are one of the last shows. Don't worry about locking anyone in. We can always get out.

When you leave the theatre: All lights must be turned off (possible \$35 fine); all sound equipment must be turned off (possible \$35 fine); all dimmer packs must be turned off (possible \$50 fine); except for in the Mainstage air conditioners must be turned off (possible \$50 fine); and the theatre must be locked (possible \$100 fine), with the alarm properly set (possible \$50 fine). False alarm response carries a minimum \$115 fine. Fines will be assessed for every violation up to \$300 per day.

Hudson Mainstage

The air conditioning is fully automated. There is no need to touch it. If you have any concerns about the a/c, please communicate them to the Hudson staff.

Hudson Backstage

The air conditioner is never to be set below 70 degrees. To turn it on, the controls should be in the AUTO and COOL positions. To turn it off the controls should be in the AUTO and OFF positions.

Hudson Guild

The air conditioner is never to be set below 70 degrees. To turn it on, the controls should be in the AUTO and COOL positions. To turn it off the controls should be in the AUTO and OFF positions.

LOAD-IN & STRIKE

Before access to the theatre is given, you must schedule a walk-through of the theatre and the booth with a Hudson staff person...323.856.4252. The producer must review these rules and regulations and sign or initial them where required. The staff will issue keys and an alarm code used only by your show. The code will be deleted upon show's closure. **Keys are never to be copied.**

Before booth access is granted, you must also schedule a mandatory technical (equipment use) walk-through with our T.D., Steve Pope (323.428.8984). The people who will run the show must attend this walk-through. The fee for this is \$25 and will be waived if you hire Hudson technical staff to run your show, set your light cues and conduct rehearsals.

If there is **any** construction or painting in the theatre during your load-in, you must cover the first three rows of seats and carpet along with any aisle carpeting. Construction must be completed off-site and brought to the theatre for installation. At the theatre, **all** sawing must be completed on the sidewalk **outside** the theatre on Hudson Ave. Saw horses are to be placed against the building leaving enough sidewalk space for pedestrians. They are to be set up halfway between the two entrances on Hudson Ave so that sawdust doesn't blow back into the doorways. Please be thorough in sweeping/cleaning up after any sawing that's done at this location. Brick walls in the theaters are **never** to be painted.

Lighting instruments must remain in the grid or deadhung/stored in the theatre's designated area. Instruments are never to be left on the floor backstage or on stage. See theatre staff for designated areas for light storage.

Hudson Mainstage

All sets must accommodate a clear 42" from the load-in doors to allow emergency exit and wheelchair access. A clear path from the audience to the load-in/emergency exit doors of at least 36" must be maintained. EXIT signs are **NEVER** to be altered. If any portion of a set obstructs the EXIT sign above the load-in doors, an additional lit EXIT sign must be placed on the set to indicate that emergency EXIT.

If yours is the primary weekend production, others using the space will use your lights but may not focus, change gels or re-hang them. All primary shows must ensure that general stage illumination is included in the design.

Upon final strike of your show's set, the stage floor and walls are to be taken back to black. Borders must be taped with blue painter's tape to prevent paint from getting on the walls and carpet. The production will be held accountable for paint removal. Please get information from Hudson management for the specific variety of paint that is to be used.

Hudson Backstage

Sets struck and stored for the week must fit entirely in the gray painted area backstage.

The theatre is hung with a repertory light plot that is not to be altered other than the allotted specials.

A clear path and 42" clearance is to be maintained at the audience entrance as this is used for wheelchair access. EXIT signs are **NEVER** to be altered or obstructed. A clear path of at least 36" must be maintained from the audience to the secondary EXIT, which is through the dressing room hallway and out the back door.

Upon final strike of your show, the stage floor and allotted space on the shared flats are to be taken back to black. Borders must be taped with blue painter's tape to prevent paint from getting on the walls and carpet. The production will be held accountable for paint removal. Please get information from Hudson management for the specific variety of paint that is to be used.

Hudson Guild

If yours is the primary weekend production, others using the space will use your lights but may not focus, change gels or re-hang them. All primary shows must ensure that general stage illumination is included in the design.

No fixed set elements may be placed off the front of the stage that would obstruct a clear 42" from the front row of seating to the stage.

Upon final strike of your show's set, the stage floor and walls are to be taken back to black. Borders must be taped with blue painter's tape to prevent paint from getting on the walls and carpet. The production will be held accountable for paint removal. Please get information from Hudson management for the specific variety of paint that is to be used.

COMMUNICATIONS WITH HUDSON STAFF

You have access to a Hudson Contact Sheet on the website. If an emergency situation arises, please contact the Technical Director or the Managing Director as appropriate. To report non-emergency issues (supplies needed, etc.), use your Performance Report form. In most cases, your first contact for any evening issue should be the Hudson Theater Manager on duty and then the Hudson Managing Director the remainder of the time.

PROP/SET STORAGE & USE

Do not use props or set items, which you do not supply yourself unless you have a clear arrangement with that item's owner. Props and sets may need to be struck after a performance for security and to allow other uses of the space during the daytime. Coordinate with Hudson staff what may be necessary for your show.

Hudson Mainstage

For weekend productions, props and costumes should be stored in one locked dressing room on nights when your show isn't running. For off-night productions, props and costumes won't likely be able to be stored at the theatre. Communicate with Hudson staff to explore exceptions.

Hudson Backstage

During Comedy Central days, props should be stored in labeled containers that fit on the shelves in the room that leads up to the booth. Costumes should either be stored in the lockers or on a costume rack along with your set storage. The dressing rooms needs to be cleared.

Hudson Guild

For weekend productions, props and costumes should be stored in one locked dressing room on nights when your show isn't running. For off-night productions, props and costumes won't likely be able to be stored at the theatre. Communicate with Hudson staff to explore exceptions.

RESERVATION SERVICE – PLAYS 411

It is the production's responsibility to arrange this service. Go online to www.plays411.com, click on "ticket agency" then click on "show registration" to get started. Promotional material must include your assigned Plays411 web address and your assigned Plays411 phone # for automated reservations. All Hudson shows are required to use Plays411 as the exclusive ticket agency for full price tickets. The customer service email address is csr@plays411.com.

MARQUEE & PROGRAMS

For primary weekend productions there is a marquee dimensions sheet on the producer page on the Hudson website. The information on that sheet is also shown here in the columns below...

Hudson Mainstage

*76" tall by 43" wide. **Must be on foam core.*** This is put up using Velcro on the back side of the poster. It goes in the display on Santa Monica Blvd.

Hudson Backstage

53" tall by 33" wide
We will need to put holes in each corner to mount it, but we'll do that. There is no need for grommets. It goes in the display on Hudson Avenue.

Hudson Guild

74" tall by 50" wide
This poster can be less (not more) than 74" tall, but it does need to be 50" wide. It goes inside the frame mounted in the front foyer area of the Guild Theatre.

If you are an off-night production, please communicate with the Theatre Managers about display options. Marquee posters will be mounted by Hudson Staff. Do not mount other posters, flyers, pictures, etc without specific clearance from Hudson Staff.

All shows are required to use the Hudson Stagebill template for your program's jacket. The template is available on the producer page on the Hudson website. The production will provide programs to the box office (collated, folded, and otherwise ready to be issued) each week to cover the next week's run. The program will serve as the patron's ticket.

All promotional materials must be proofed by the Hudson staff **before** printing or sending out via electronic marketing; including flyers, press releases etc. You must also submit the front page of your program and your marquee poster to the Hudson for proofing before proceeding with printing. Our review is only for general formatting and Hudson-specific information, not for artistic content. **This is mandatory.** Please email a proof to HUDSONTHEATRE@gmail.com.

PERFORMANCE REQUIREMENTS

It is **California state law** that a public address is made inside the theater prior to each performance providing patrons with directions to the FIRE EXITS.

Each show will provide a person (PRODUCTION House Monitor), other than the stage manager, specifically to work as a designated greeter to your patrons during pre-show and intermission, to check programs, and to prevent food and drinks from entering the space. The Production House Monitor in conjunction with the Production Stage Manager will ensure that the doors open no later than **20 minutes** before show time. If the show has any special reservation lists, press packages to give out, VIP's coming, etc., the Producer or a designated party as assigned by the Producer will inform the Hudson House Manager and/or the Hudson Box Office operator as appropriate.

As noted on the contract, fees for Hudson Front of House Staff will be deducted nightly from **cash ticket sales** at the box office. If the production does not have enough cash sales to cover that night's fees, whatever portion can't be collected will be added to the production's invoice. A copy of the invoice, if amended, will be put in the production's nightly accounting envelope. These fees must be kept current. The production does have the option of paying the Box Office and Monitor in advance.

HUDSON LOBBY

The Hudson Lobby is a full-scale espresso bar that sells food and beverages. We do not permit the consumption of food or beverages that were not purchased from the Hudson Lobby. Actors and crew that bring food to the theater can eat in the theater's dressing rooms.

COMMON AREA POLICY

Interior of Building

***No selling of anything in the hallway area**

Examples: tickets, show merchandise like T-shirts or CDs, food or beverages

***No show postings of any kind except for in designated areas**

Examples: posters, reviews, signs

***No staging of show performances in the hallway**

Examples: rehearsing show in the hallway during performance hours disturbs the other theatres' need for silence

***No set up of tables or other furniture in the hallway**

Examples: ticket sales, sign-in tables, set pieces

***No laying or sitting on the hallway floor**

Examples: actors eating or rehearsing on the hallway floor, especially near restrooms

***No usage of the upstairs common area landing during show time**

Examples: actors using the upstairs as a dressing room or hangout area

Exterior of Building

***No painting of any kind on the sidewalks**

***No posting of flyers or show posters on the building**

***No usage of building dumpsters for set strikes**

FINES

Although it is rare, fines must sometimes be imposed when these rules are not followed. Lack of knowledge of these rules will not exempt the production from a fine. Fines are listed in the body of this document and if issued will be added to the production's invoice.

Address to be used in publicity, advertising, mailings, signs, etc:

**Do not use the Hudson Theatres address as a billing address for your production.*

Hudson (Mainstage, Backstage or Guild) Theatre, 6539 Santa Monica Blvd., Hollywood, CA 90038
(Valet Parking Available)

The undersigned agrees to follow these regulations and abide by the terms outlined above.

Producer/Production

Date

Hudson Theatricals

Date

Please bring this copy of the RULES AND REGULATIONS with you for your tour.