

## **Meaford Hall Opera House - Renter's Handbook**

This document is intended to provide information to an incoming company renting the Meaford Hall Opera House and does not supersede the Rental Agreement.

We want to be able to help you put on the best production possible and want you to be informed as the best way to accomplish that. With that in mind, please ensure at least one member of your company reads the entire Rental Agreement & Handbook and passes on relevant information to the company members.

The Meaford Hall production department is happy to answer any questions you may have. Please don't hesitate to contact us if something is unclear.

Meaford Hall Production Department  
Derek Bruce - Production Coordinator  
Al Burnham - Technical Director  
(519) 538-1060 ext 1212  
[meafordhalltech@gmail.com](mailto:meafordhalltech@gmail.com)

# Meaford Hall Opera House - Renter's Handbook

## TABLE OF CONTENTS

Our Requirements.....	3 - 5
Crew.....	6 - 7
House Rules & Safety Guidelines.....	8 - 11

# Meaford Hall Opera House - Renter's Handbook

## ***Production Schedule***

Please provide a copy of the production schedule to the Meaford Hall production department for approval **no later than 1 month** prior to your event. This should include detailed information regarding set-up, rehearsals, performances & load out times.

Please keep in mind that there is not always staff in the building. Please make sure your schedule reflects when your company needs access to the building and when they need access to the stage. The production coordinator is happy to work with you to produce a production schedule that utilizes your time in the building most efficiently.

## ***Stage Plot (Set)***

Please provide the Meaford Hall production department with a ground plan or a detailed outline of your set **no later than 1 month** prior to your event. It is strongly advised that you arrange a meeting with the Meaford Hall production department to discuss your set plans in more detail before your load-in day.

Set pieces need to be constructed to fit into the elevator for load in (dimensions can be found on the technical specifications document). All set pieces need to be approved for safety before they can be installed onstage. If possible, someone from the Meaford Hall production department can visit your rehearsal hall or construction shop to inspect the set prior to load in. This can help avoid any set pieces being rejected on the load-in day.

Set construction, except installation, is not permitted in the theatre. Set painting is not permitted in the theatre except for minor touch-ups.

Screwing into the stage floor is not permitted. Meaford Hall has sandbags available if you require them.

# Meaford Hall Opera House - Renter's Handbook

## ***Lighting Requirements***

Please inform the Meaford Hall production department in writing of any special lighting requirements that you have beyond a basic warm and cool stage wash **no later than 2 weeks** prior to your event.

Meaford Hall has some assorted gel (colour) and gobos (patterns) in stock. If you require something specific for your show that we don't have, please contact us and we can help you find a supplier.

Please provide us with a lighting cue sheet **on the day of your set-up**. This should have details in a list form describing the look of each lighting state in your show (warm wash, cool top, silhouette, etc). It should also include preshow, all blackouts, curtain call and post show. Basically every time the lights change it should be on the cue sheet. If possible please include the fade time for each cue. You can estimate by saying slow, medium, fast or snap if you are unsure of exact times.

The lighting technician will work with you to achieve the best possible look for your show but they are not your lighting designer. They can only work with the information you provide. Please try to be as detailed as possible when making your lighting requests in writing.

# Meaford Hall Opera House - Renter's Handbook

## ***Audio Requirements***

You can find information about Meaford Hall's sound system and audio equipment in the technical specifications sheet available online at our website [www.meafordhall.ca](http://www.meafordhall.ca)

Please provide us with an input list, audio stage plot and extra equipment request **no later than 2 weeks** prior to your event.

Please provide us with a sound cue sheet **on the day of your set-up**.

Please provide us with your sound cues (music & effects) on a single disc or usb flash drive in chronological order **on the day of your set-up**. Please ensure that if there are sound cues that are used more than once in your production that you duplicate them as many times as needed and place them in the right order on your disc or flash drive (your sound cue sheet and the effects you provide to us should be identical).

We have a high quality sound system but it can only sound as good as the quality of the cues you are providing. It is very easy and affordable to buy an original copy of a piece of music online and will make a big difference to the production values of your show.

Meaford Hall has access to some basic sound effects. If you would like the use of our sound effects please provide us with a list no later than **1 week prior to your event**. Please be as specific as possible when creating this list so we aren't trying to guess at what you may need. There is no guarantee we will have the sound effects you are looking for but we will make every effort to assist you in locating them.

# Meaford Hall Opera House - Renter's Handbook

## **Crew**

The Meaford Hall production department is responsible for your safety and for ensuring the rules and regulations of Meaford Hall are followed. They are the only ones authorized to run the projector, lighting and audio systems in Meaford Hall. Below is a list of people you should consider providing to help make your production run smoother.

**Stage Manager (SM)** - This person knows the show intimately and should be in rehearsals from the beginning. They should be able to “call” the cues to the technicians. The technicians do not know your show so handing them a script with cues does not guarantee that your show will run smoothly. The standard calling format is “STANDBY SOUND CUE 2 AND LIGHT CUE 3.....SOUND CUE 2 AND LIGHT CUE 3....**GO**”. It is advised that they call the show from the back of the house at the tech position so they can see everything that the audience is seeing. There is also a calling position that can be set-up back stage right but it is recommended that an Assistant Stage Manger be placed there.

**Assistant Stage Manager (ASM)** - This person would be positioned backstage and would be in direct contact with the SM via headset. They would be able to inform the SM when actors are standing by to go on or clear from the stage during a blackout. Other responsibilities could include managing the running crew, informing the SM when a scene change is complete, overseeing prop & set traffic, assisting with a costume quick-change and being able to deal calmly with a backstage crisis during a performance.

**Set / Costume / Lighting / Sound / Video Designer or Coordinator** - This person would be responsible for interpreting the director's instructions, relaying them to the necessary parties and ensuring that all notes and tasks were completed in the respective field prior to the first public performance. On smaller productions the Stage Manager would usually take on the roll of Lighting and Sound Coordinator and would work with the Meaford Hall production department to create the cues for the show.

## Meaford Hall Opera House - Renter's Handbook

**Running Crew** - You may need to have people backstage if you have a large scene change in your show or lots of costume changes that require assistance. It is helpful if there is a **Crew Chief** assigned to manage and organize this group (usually the ASM). Running crew should be dressed in black clothing during a performance including long sleeves.

**Set-up / Strike Crew** - These people can be assigned duties during the set-up and tear-down of your show. As we are on the third floor it is useful to have extra people to load in and out of the elevator and to stay downstairs with the truck. Please do not rely on staff from the Meaford Hall production department to be a loader as they may be busy attending to other duties required for getting your show in and out of the building. The crew should gather in the lobby prior to the set-up and strike. A representative from the Meaford Hall production department will have a brief meeting with everyone to make sure there is a safe plan before load-in. All load-in and load out crew are required to wear steel toed footwear. Meaford Hall has slip on steel toes if a member of your company does not have the required footwear.

# Meaford Hall Opera House - Renter's Handbook

## ***House Rules & Safety Guidelines***

A member of the Meaford Hall production department needs to be present at all times whenever you require access to the Opera House. Prearrangements can be made to have access to the Greenroom & Dressing Room area without having a member of the Production Department present.

During meal breaks the Opera House needs to be cleared out and will be locked. Please ensure you take anything you may need with you over the break prior to exiting the room.

Set construction and painting should be completed before your load-in to Meaford Hall. Set construction is not permitted but minor paint touch-ups are allowed on stage after the set has been erected.

Screwing into the stage floor is not permitted. Meaford Hall has sandbags available if you require them.

If you need to suspend any set pieces over the stage area, you must first get approval from the Meaford Hall production department. Only rated hardware is to be used when overhead rigging is required.

Only members of the Meaford Hall Production Department are allowed up a ladder or in the overhead catwalk.

Please note that when ladder or overhead work is being done the stage needs to be completely clear with the exception of one member of the Meaford Hall production department who will remain onstage to assist the person working overhead.

Only an authorized member of the Meaford Hall production department is permitted to operate the projector, lighting and audio systems.

## **Meaford Hall Opera House - Renter's Handbook**

Please don't touch any of the equipment or buttons backstage. If you are providing running crew and one of the curtains needs to be operated from backstage, a member of the Meaford Hall production department will ensure that your crew member is properly trained in the operation.

Food or drink is not permitted in the Opera House with the exception of water in re-sealable containers. Please inform a member of the Meaford Hall production department if onstage food props are required for the performance.

When entering and exiting the Opera House for rehearsal, please use the backstage stairs from the greenroom which leads to the door upstage right. All other doors to the Opera House will be locked.

If you require the use of the elevator please let one of the technicians know beforehand as it may be locked down. We can also put it on service to help keep the door from closing during load in and load out.

During set-up and rehearsal time, please ensure all of you company members remain either in the theatre or the greenroom to ensure your safety during an emergency or evacuation.

If you plan on using either of the audience doors in the Opera House as performance entrances please let us know well in advance. There may be events scheduled elsewhere in the building and planning your route to these doors from backstage may require some planning.

Please bring all of your own supplies including tools, hardware, tape, etc. We do have some supplies in-house but they are intended for Meaford Hall productions. You may be able to purchase from us or we can help you find a supplier for your specific needs.

CSA approved steel toe boots or shoes are required for all persons onstage during load-in, set-up, tear down & load out.

## **Meaford Hall Opera House - Renter's Handbook**

Bare feet or open toed shoes are not permitted at any time on the stage unless required by the performance. Please give us some warning if there are to be bare feet in your show so we can double check that there are no hazards backstage.

Please do not walk through the main curtain if it is closed at any time. There may be ladder work going on behind the curtain that you could walk directly into. Please use the side entrance on house left to access the backstage area if the curtain is closed.

The main curtain, black masking and white cyclorama should not be considered part of your set. Please do not touch or attach anything to the soft goods without the permission of the Production Department. They are easily damaged and it is quite costly to repair rips and remove stage make-up from them.

After the performance is over please ensure that the cast goes directly to the greenroom and then meet friends and family in the lobby. This is to discourage audience members not involved in the production from coming backstage and to encourage them to clear the theatre as quickly as possible. We can't begin to tear down a set until the audience has completely cleared the room.

No explosives, fireworks, sparklers, candles, open flame or cigarettes are permitted anywhere in Meaford Hall.

Smoking is prohibited throughout the entire premises.

All soft goods must be flame proofed before they will be allowed onstage.

All fire exits in theatre must remain clear. If you wish to add set pieces in the audience please check with the Production Department. There are strict regulations in the Fire Code in relation to aisle width that we must adhere to.

## **Meaford Hall Opera House - Renter's Handbook**

Set pieces, props or activities that are deemed unsafe by the Production Department will not be permitted in the performance.

Please let us know if you are using a gun in your show well in advance. There are strict federal regulations that must be followed for all guns including replica's, starters pistols & props.

If at all possible please try not to use real glass props in your show. If you cannot find a suitable replacement then please make your glass prop shatterproof by wrapping it in packing tape.

Bicycles are not allowed in the building and rollerblades must be removed on the ground floor level. Bicycles may only be ridden onstage by a professional rider approved by Meaford Hall management.

Tear down and load out of your set needs to happen immediately after your final performance unless prior arrangements have been made with the Manager of Meaford Hall.

The Opera House must be restored to it's original condition at the end of the rental period.