



# RULES AND REGULATIONS

The rules and regulations have been developed to ensure the smooth running of the theatre for all productions using the space.

## **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 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 management. All amplified sound **MUST** be approved by Hudson management, and sound levels will be monitored throughout the run to ensure enjoyment in all spaces. Because of sound agreements with other building tenants, daytime rehearsals will not in most cases be conducted at full volume with regard to amplified sound.

## **HOUSEKEEPING**

The theatre (dressing rooms, booth, audience area) must be left clean after each use. Supplies and equipment 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. Dressing rooms should be left neat and clean. Please do not tack, tape or nail anything to the walls. Food items left behind should be stored in sealed containers. Please do not leave personal belongings on the counters when your show is not playing.

## **SECURITY**

During rehearsals keep the back door locked. To protect your belongings, do not leave unattended dressing rooms with the doors unlocked. There are lock-up options in each theatre. You can also secure valuables during a performance with the stage manager in the booth. The Hudson is not responsible for any losses.

**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 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. Failure to properly secure the theatre when leaving carries a possible \$250 fine, which is the alarm company fee for LAPD dispatch.

### **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, the booth, the dressing rooms, and 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 booth, and the dressing rooms. **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, sound equipment, dimmer packs, and air conditioners must be turned off; and the theatre must be locked with the alarm properly set. Please check with the office before setting the alarm in the Mainstage.

Air conditioning controls are never to be set below 70 degrees.

## **LOAD-IN & STRIKE**

Before access to the theatre is given, you must schedule a walk-through of the theatre with a Hudson manager (hudsontheatre@gmail.com). You will be issued keys and an alarm code unique to your show. The code will be deactivated upon the 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 your show must attend this walk-through.

If there is **any** painting in the theatre during your load-in, you must cover the first two 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. **No spray painting** is permitted anywhere on the premises including any exterior areas.

Lighting instruments must remain in the grid or deadhung 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**

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 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 re-focus them or change gels. All primary shows must ensure that a general wash is included in the lighting 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 paint that is to be used.

### **Hudson Backstage**

Sets must accommodate 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.

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

Upon final strike of your show, the stage floor and the black side of the rolling flats (if altered) 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**

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.

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

## **PROP/SET STORAGE & USE**

Do not use props or set items that you did not supply 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 options.

### **Hudson Backstage**

Props can be stored in the mesh baskets or 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 stored against the upstage wall of the space. Without prior written agreement, both dressing rooms need to be left clear during the week.

### **Hudson Guild**

For weekend productions, props and costumes can 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 options.

## **COMMUNICATIONS WITH HUDSON STAFF**

If an emergency situation arises, please call or text Hudson management. To report non-emergency issues (supplies needed, etc.), send us an email ([HUDSONTHEATRE@gmail.com](mailto:HUDSONTHEATRE@gmail.com)).

## **RESERVATION SERVICE – ONSTAGE411**

There is no requirement to use a particular ticket agency, however, in order to have representation on the Hudson website, shows must offer some tickets with OnStage411. You can go to [www.onstage411.com](http://www.onstage411.com) and click on "register your event" to get started. If you are using Onstage411, here is a link to connect your account using Stripe. This is a requirement when using this service, and it will allow ticket sales to go directly into your bank account. <https://www.onstage411.com/newsite/gateway/connect.asp> The customer support email address is [support@onstage411.com](mailto:support@onstage411.com). If you're using other ticketing services (Goldstar, LA Stage, or papering services like Sold Out Crowd or Vet Tix) please make sure you create producer holds on your primary service for whatever allotments you're offering with the supplemental agencies.

## **MARQUEES AND PROGRAMS**

For primary weekend productions there is a poster display dimensions sheet on the producer page on the Hudson website. Please refer to that sheet for the most up to date and thorough information. Primary poster info is in the columns below:

### **Hudson Mainstage**

*76" tall by 43" wide.*

The poster goes in the display on Santa Monica Blvd.

### **Hudson Backstage**

*53" tall by 33" wide.* Must be mounted on foam core. The poster goes in the display on Hudson Avenue.

### **Hudson Guild**

*73" tall by 49" wide.*

The poster goes inside the frame in the front entrance of the Guild Theatre.

If you are an off-night production, communicate with the theatre manager 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.

If Hudson staff is operating the box office, the production should provide programs to the box office host (collated, folded, and otherwise ready to be issued) no later than one hour before show time. The program will serve as the patron's ticket.

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.

All promotional materials must be proofed by Hudson staff **before** printing or sending out via electronic marketing; including flyers, press releases etc. Our review is only for Hudson-specific information, not for artistic content. Please email a proof to [HUDSONTHEATRE@gmail.com](mailto:HUDSONTHEATRE@gmail.com).

## **PERFORMANCE REQUIREMENTS**

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

Each show will provide a person, *other than the stage manager*, to work as a greeter to your patrons during pre-show and intermission, to check programs, and to prevent food and drinks from entering the space. The stage manager in conjunction with the Hudson house manager will ensure that the doors open no later than **15 minutes** before show time.

## **COMMON AREA POLICY**

### **Interior of Building**

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

Examples: tickets, show merchandise, 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 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 lying 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**

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**

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

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

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