

LISBON OPERA HOUSE RENTAL RULES

BEFORE EVENT

1. A key will be supplied that opens the front door and the LOH door. If necessary, a key for the Community Room will also be supplied. Key will be given the day before the event and must be returned by noon the day after the event.
2. The LOH will be cleaned and ready to go. Any additional cleaning needed due to decorating or setting up will be the responsibility of the Lessor.
3. Since the lessor is responsible for the cost of heat/air conditioning, it is in your best interest to not use them more than necessary before the event during set-up or decorating.
4. If event is open to the general public and alcohol is served be sure to check with the Lisbon Police department to see if a police officer must be present and if a liquor license is needed.
5. You will be shown
 - A. Where heating/cooling switch is and how to turn on/off.
 - B. Where light switches are and how to turn on/off.
 - C. How to turn on/off fan switches.

DURING EVENT

1. The rear stage door **must not be blocked**.
2. Doors on either side of the stage **must not be blocked**. These are emergency exits.
3. There must be no candles or other open flames. An exception is made if a professional caterer uses Sterno type heaters for food dishes.
4. If roasters are used they should be plugged into the special outlets in the concession area.

FOLLOWING EVENT

1. Trash should be removed and deposited in the dumpster behind the movie theater.
2. Floors should be swept and the facility left reasonably clean.
3. Unless otherwise directed, tables should be folded and left where directed by a member of the LOH board.
4. Unless otherwise directed, chairs should be stacked eight high and left in the auditorium. **Please do not slide stacks of chairs on the floor.** This can damage the floor. Leave them where they are stacked or move them up to the walls with the chair moving cart.
5. Heat/Air Conditioning should be turned **off**.
6. The rear door should be locked.
7. All lights should be turned off. The "gallery" lights (around the edge of the gallery) should be turned off **back stage**, not at the master board in the gallery.
8. Ceiling fans should be turned off.
9. Unless otherwise instructed, decorations must be removed and clean-up completed no later than noon the day after the event. Specific times will be determined at the time of the event. Any opera house decorations that are used will be taken down, boxed and left in the auditorium. LOH personnel will move the boxes to the storage area.

April 12, 2015