

Hampshire College Theatre
Slotted Show
Space Contract

This contract must be signed by the Slotting Agent, Production Manager, Director, and Stage Manager. Please read all rules and policies below before signing.

Title of Production

Policies

Slotted Shows will always have first priority on the theatre space during their production time. If the slotted show is not using the alternate space, it may be reserved by other shows. The slotted show can evict reserved users at any time, if they need the space.

Slotted Show Technical Directors should turn in a space request calendar to the Theatre Board space monitor by the second production meeting.

Both Theatre spaces will be dark (unused) 1/2 hour before all show calls. The alternate space may not be used during a show call.

Rules

You may NOT use the lobby furniture.

You must remove all of your garbage. There is no one here to clean up after you.

Please do not stand on the chairs – It causes them to break.

The lights are located to the right of the main entrance in the Main Stage.

The lights are located to the right and left of the main entrance in the Studio.

Please remember to turn out the lights when you leave. Except the one marked “ghost light”. In the scene shop, please leave the light outside the TDs office on.

Everyone MUST wear SOLED SHOES in the space at all times.

If you have any questions, please ask the Staff Technical Director (Amy Putnam <apia@hampshire.edu>) or the Theatre Board Space Monitor (Harry Grillo <hctspacemonitor@gmail.com>) BEFORE signing below.

