



INFORMATION FOR HAMLIN AUDITORIUM RENTERS

1. As per Park Agreement, you will not be given a yellow key to open the Auditorium door. You will need to go to the front desk and request, as a renter, that the space be opened for you. You will then also need to go to the desk before you leave the building and ask that the space be locked.
2. You will get a green key for the storage room when you have your consultation with Tech Director (please see contract). That key is to be returned in the envelope you are given by slipping it under the office door as you leave the space at the end of your run.
3. CMC does not take your reservations or operate the box office. There is a table and table cloths in the space for your use. The table is stored behind the piano in the space. The tablecloths are in a clothing bag hung on the wall to the right as you come into the space.
4. You are not to alter the space, rig anything or set trees or other objects in the space unless you have permission from Space TD or Nana.
5. There are mirrors and rugs for the dressing room. They are by the circuit breakers. Please return them each night. Do not leave anything in the dressing room, it is used by others during the day.
6. As contract signer, you are ultimately responsible for what happens in the space. Please make sure that your tech person takes care of the technical things mentioned in the Check List. You need to make sure that the space and dressing room are picked up. That is, old programs removed from the risers, bottle and other debris cleaned up. It is best to put the trash in the big trashcan that is in the lobby to the theater. Please note that the Park does not clean the space.
7. Please do not let people with street shoes walk on the dance floor. Shoes with hard soles and heels are not to be used on the dance floor without permission. Metal tap shoes are not allowed.
8. There are extra chairs under the risers. Please do not use Park Chairs taken from other rooms. Please return any chairs you take out.
9. There are two Fire Extinguishers in the space. Please look around to locate them if you are the responsible person. One is in the lobby on the East wall. One is by the back door to the space.
10. Please do not turn off the radiators. If you do, when they are turned on again they leak water and an engineer must be called to fix them. Open a window to reduce the heat. Sorry, it is an old building with a primitive heating system.
11. Please check that all spikes are removed from the floor, and best if the floor is cleaned after the show. Swiffer is behind the bulletin boards.
12. When you are leaving the building, please make sure that the person at the Park Desk is notified that you have left the space and that the door should be locked.
13. Please send 2 copies of publicity items, postcards and programs to Nana Shineflug at Hamlin. These items are to be give to the higher ups at the park district by CMC and it would be great if you have put on the required notice about being part of the CMC programming.