

Des Plaines Park District
PRAIRIE LAKES COMMUNITY CENTER
THEATRE POLICIES/INFORMATION

1. **No Food or beverages** of any kind are permitted in the theatre.
2. **Posters/Signs** cannot be posted on painted walls with tape. You can post things on the brick walls in the lobby area.
3. Do not pin items to the **Stage curtains** or Black Scrim.
4. This theatre does have a **fly system**, but anything hung will be the responsibility of the rental group, and must have approval by the Community Center/Theatre Manager. (*the height of the stage to the catwalk is 21'7" & width from curtain to curtain is 37'10"*)
5. The **stage area does get very dark** and sometimes between numbers or scenes it is hard for individuals to see where they are going. Please make sure you have adequate lighting for safety reasons.
6. If for some reason you **take down or move the legs** (side curtains), you must make sure they are returned to their original places.
7. If your group **secures the curtains** in anyway, so they do not move during your production (*whether it be by taping the track or using another locking mechanism*), this **MUST** be removed during strike.
8. All rental groups must provide a **Certificate of Insurance** from their insurance company. On this Certificate of Insurance it should name the Des Plaines Park District (*515 East Thacker Street, Des Plaines, IL 60016*) as an additional insured for 1,000,000.00. This is to be given to the Community Center/Theatre Manager at least a week before the rental date(s).
9. **Lighting Tech Professional:** can be provided through the Park District if theatre lighting is preferred, as appose to just the house lighting. The cost is \$30/hour and needs to be set up at the time ahead of time.
10. If you choose to use your **own lighting tech, with the approval of the Community Center/Theatre Manager**, make sure that the light fixtures are put back to the original places before you vacate the theatre. *Lamps are replaced on an as needed basis. You must bring the burnt out lamp to the front desk to receive a replacement.*
11. There is an Electro-Voice Sound Board with 16 channels located in the sound booth. This is available to rental groups if operated by a sound tech professional. Also available are **two cassette players** and a **dual CD player** with pitch control.
12. The Park District can provide **microphones** (3 to 4), microphones stands and cables. We do have one wireless microphone available. This should be set up prior to rental time.
13. The **dimensions** of the performing Stage area is 40' x 40'. The entire stage area is 62' W x 50'L.
14. The **theatre holds** 298 people.