

MARIN CENTER SHOWCASE THEATRE RULES AND REGULATIONS

Audio/Video Recording

Still photography, video, audio and film recording by patrons of any performance are prohibited. Patrons who bring recording equipment to the theatre will be asked to return the equipment to their cars.

Cell Phones and Pagers

Patrons are requested to turn off cell phones and pagers during performances.

Banners, Signs and Decorations

All banners, signs, decorations and similar items for posting in meeting rooms, lobby or outside of the building must be approved at least fourteen (14) days in advance of the event date by the Senior Events Coordinator, Christian Gutt, at 415.499.6760. Decorations are not permitted to be taped or tacked to the walls or doors of the building or on trees, lampposts or fencing outdoors.

Dressing Rooms

Rooms are available directly behind the Showcase Theatre stage for cast dressing and make-up. Cast members not on stage are expected to stay in the dressing rooms. For children's productions, adult chaperons are needed to keep the dressing rooms quiet, clean and orderly and to accompany small performers to the restrooms. Performers' restroom facilities are off the main lobby of the building.

Event Scheduling

The Showcase Theatre is located in the Exhibit Hall building at Marin Center. Since it is a multi-use facility, there are times when several events may occur simultaneously. Parking lots, lobby areas, restrooms and telephones may be shared with users and attendees of other events.

Fire Code

The theatre is under the jurisdiction of the San Rafael Fire Department. No chairs, tables, exhibits or displays of any kind are permitted to obstruct or block any exit door at any time.

Patrons and performers who are not on stage may not stand or sit in the theatre entrance, aisles or on the steps during performances.

Access to and from the stage is through the backstage lobby doors.

Food Concessions

Food and beverage concessions for the Showcase Theatre are by special request. If you want concessionaire service for your event, please call Marion Boyd, Deputy Director, at 415.499.6397.

Food and beverages are not allowed inside the theatre.

Marin Center Box Office

All ticketed performances are required to use the services of the Marin Center Box Office. Regular Box Office hours are 11 am to 5 pm, Monday through Friday and one (1) hour before curtain time. Call the Box Office Coordinator at 415.499.6800, to review fees and services. Theatre capacity is as follows: 305 permanent seats, 6 wheelchair spaces and 6 companion seats totaling 317 fixed seats; 31 portable seats totaling 348 maximum seating capacity.

Parking

Free parking is available for Showcase Theatre patrons in the adjacent parking lot.

Performances

Doors for performances ordinarily open forty-five (45) minutes prior to curtain. If a performance includes an intermission, it will normally run twenty (20) minutes, which allows sufficient time for patrons to avail themselves of the restrooms and refreshments. The house and lobby lights are normally flashed fifteen (15) minutes into the intermission.

Receptions

Receptions or parties, in conjunction with performances, may be held in the Manzanita Room, Friends of Marin Center Conference Room or the Showcase Theatre Lobby. The Manzanita Room and Friends of Marin Center Conference Room are available for an additional rental fee. A cleanup fee may be assessed following these events.

Smoking

Smoking is not permitted indoors or within twenty-five (25) feet of the building at any time.

Special Needs

All facilities are accessible to wheelchair patrons. Handicap parking spaces are designated in the parking lot.

Stage Labor and Equipment

Stage equipment and facilities are operated by stagehands hired through Local 16 International Association of Theatrical Stage Employees I.A.T.S.E. Call Technical Coordinator, Tony Taubert, at 415.499.6399, to review stage equipment availability, rental fees, production schedule and labor charges.

Stage Sets

All stage sets and props should be constructed and painted off site and brought to the Showcase Theatre ready to assemble. Construction and painting may not take place in the lobbies, meeting rooms, dressing rooms, hallways or on the aggregate surface outside the Showcase Theatre.

Delivery of stage sets and materials may be made to the west entrance of the Showcase Theatre. All vehicles, including those belonging to production staff, must be removed immediately after delivery and parked in the east Exhibit Hall parking lot.

Ushering Staff

Ushers and a house manager staff performances in the Showcase Theatre. This service is included in the facility rental fee.

Merchandise Sales

Space is available for merchandise sales in the Showcase Theatre lobby.

Telephone Numbers – Marin Center

Marin Center Office:	415.499.6400
Deputy Director:	415.499.6397
Technical Coordinator:	415.499.6399
Senior Events Coordinator:	415.499.6760
Marin Center Box Office:	415.499.6800