

MARIN CENTER MARIN VETERANS' MEMORIAL AUDITORIUM RULES AND REGULATIONS

Audio and Video Recording

Photography, video, audio, and film recording of any performance by patrons are prohibited. Patrons who bring recording equipment to the Auditorium 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 and Signs

All banners, signs, decorations, or similar items for posting in the building lobbies or outside the Auditorium need to be approved at least fourteen (14) days in advance of the event date by the Senior Events Coordinator, Christian Gutt, at 415.499.6760.

Fire Code

The Auditorium is under the jurisdiction of the City of San Rafael Fire Department.

Chairs, tables, exhibits, or displays are not permitted to obstruct or block any exit door at any time.

Patrons are not allowed to stand or sit in the Auditorium aisles or on the steps during a performance. Standing room is strictly prohibited.

Food Concessions

Marin Center's in-house food and beverage concessionaire, Rings Enterprises, operates a snack stand and full bar in the Redwood Foyer, featuring wine, beer, and mixed drinks at performances which include an intermission.

No foods or beverages are allowed in the theatre.

If you have special requests regarding this service, please call Ernest Santos at Rings at 415.499.5920.

Marin Center Box Office

All ticketed performances are required to use the services of the Marin Center Box Office. Regular Box Office hours are 11am to 5pm, Monday through Friday and one (1) hour before curtain time. Call the Box Office Manager at 415.499.6800 to review fees and services.

Parking

Free parking is available in the 500-space Auditorium lot, Civic Center Drive and Avenue of the Flags parking areas.

Performance Schedules

Doors for performances ordinarily open one (1) hour prior to curtain.

If a performance includes an intermission, the intermission will run a minimum of twenty (20) minutes. The house and lobby lights are ordinarily flashed fifteen (15) minutes into the intermission, which allows sufficient time for patrons to avail themselves of the restrooms and refreshments.

Receptions

Three facilities are available for pre and post-event receptions and conferences:

Green Room

Located on the north side of the Auditorium, the Green Room features a garden atrium, a food preparation area, and has a maximum capacity of 85. The rental fee is \$175.

Redwood Foyer

This area, located inside the hall, has a capacity of 250 for a standing reception.

Since this area is used for pre-event and intermission food and beverage concessions, the Foyer is only available for post-event receptions. The rental fee is \$250.

Toyon Room

Located on the north side of the Auditorium, the Toyon Room features attractive décor of past performance posters and built in cabinets and counter tops. The rental fee is \$175.

Smoking

Smoking is not permitted indoors or within 25 feet of the building at any time.

Special Needs

Wheelchair seating with companion seating is available in Row 14 on either side of the Auditorium.

The Auditorium features specially designed parking spaces, ramps, and accessible restroom facilities.

Seventy-nine (79) Phonic Ear headsets are available for hearing-impaired patrons in the main lobby. There is no fee for use of the headsets by patrons. A credit card or driver's license is held during the performance as security.

Stage Labor and Equipment

Stage equipment and facilities are operated by stagehands hired through Local 16 International Alliance of Theatrical Stage Employees I.A.T.S.E. Call the Technical Director, Dick Tipping, at 415.499.6399, to review stage equipment availability, rental fees, production schedules, and labor charges.

Ushering Staff

The Marin Center house staff, which includes an Events Coordinator and paid and volunteer ushers, need to be used for all events.

The fee for the complete house staff will be \$450 per performance.

Vending

Space is available for vending sales in the main and north lobby of the Auditorium. The sales stand cannot exceed the size of two (2) 6-foot rectangular tables in an "L" shape.

Arrangements for vending need to be made in advance of the event through the Senior Events Coordinator, Christian Gutt, at 415.499.6760. Users need to provide their own sales staff and pay a fee of \$100 or fifteen (15) per-cent of gross merchandise sales, whichever is greater, per performance, for each separate vendor. Settlement is to be made immediately following the performance.

Miscellaneous

Burning incense or related materials is not allowed in the theatre or theatre lobbies.