



400 Newkirk Road
Richmond Hill, Ontario
L4C 3G7

The Curtain Club Charity Night

Policies and Procedures

Congratulations on being chosen to participate in a Charity Night at The Curtain Club.

Our expectation is that you will fill the number of seats that you were allocated. Failure to do so, may impact your organization's ability to participate in a future Charity Night. If you are having difficulty meeting this requirement, please advise our Charity Night Convenor at least 2 weeks prior to the performance to enable us to reallocate these unused tickets to another charity.

Due to current York Region Health, LCBO and Smart Serve regulations, all food and beverage must be purchased from our coffee bar. Due to York Region Health regulations, outside food is prohibited.

The coffee bar serves beer, wine, soft drinks, lemonade, coffee, tea, bottled water, chocolate bars and snacks. **ONLY** bottled water is permitted in the theatre.

The Curtain Club encourages organizations to bring promotional materials for display on a shared table, in the lobby, that will be made available by the Curtain Club.

Each Charity is responsible to supply a ticket of entry, displaying your Charity Name, to each member of your group. This ticket will be collected by our house volunteer as they enter the seating area.

We suggest that you tell your ticket holders to arrive at 7:15 pm to network and socialize with other participants. At 7:30 pm the doors to the seating area will be opened and approximately 7:45 pm, our Charity Convenor will introduce each charity and give a representative an opportunity to extend a very brief explanation or description of their organization's purpose.

At the end of the evening, please ensure that you collect any promotional material.

After the event, please give us your feedback about your experience by e-mailing the feedback to charitynight@thecurtainclub.org

Other General Information

***Photos and Recordings**

The use of cameras and recording devices during performances is strictly prohibited.

***Mobility Priority Seating**

The front row of the theatre is designated Mobility Priority Seating for patrons who are unable to climb any stairs or who have to sit in wheelchairs while at the theatre. If you choose to sit in the front row you may be asked to vacate that seat for a disabled person. If you are able to climb the steps, we ask that you consider sitting in another row and leave these seats vacant for priority use. For safety reasons, walkers will be stored by the front house representative in the front alcove of the theatre so as to not interfere with traffic flow at the foot of the stage.

***Perfume Sensitivities**

Please respect patrons who have perfume sensitivities.

***Electronic Devices**

Cell Phones, PDA's, candy wrappers and beeping watches are distracting for actors and audience members. Please turn off all electronic devices during the performance. These devices also interfere with the internal communication system that we use to communicate between the booth and the backstage area.

***Admittance/Re-admittance during the Performance**

For safety reasons and as a courtesy to all, there will be no admittance or re-admittance during the performance.

If you have any further questions or concerns, please contact charitynight@thecurtainclub.org
www.thecurtainclub.org