

RULES AND POLICIES

Cancellation Policy

Refund Policy for cancellation of Theater rental and/or services is as follows

• Up to sixty (60) business days prior to rental	90% refund
• Between fifty-nine (59) and thirty (30) business days prior to rental	50% refund
• Twenty-nine (29) business days or less prior to rental	NO refund

Rules for Theater Rentals

- Smoking is not permitted anywhere in or around the building.
- Photography and Videography are not permitted anywhere in the building without prior written permission.
- Food and Beverages are not permitted in the Theater.
- Crew must be allowed a 1 hour break after 4 hours of work (or after 5 hours by arrangement). Crew must be allowed a 15 minute break after 2 hours of work in a 4 hour call, and a 20 minute break after 2.5 hours of work in a 5 hour call.
- Tech schedules must be submitted no later than 10 days in advance of performance.
- A stage manager and house manager must be present for ALL performances. The stage manager should plan to call the show from the back of the house or backstage position.
- Box office may not open until 2 hours before curtain.
- Any issues with labor (adding a meal penalty, changing tech schedule, adding a 4 hour call) must be taken up directly with the Theater Manager.
- Gaff tape and sheet color are available for \$15.00 per roll or \$10.00 respectively.
- The Ailey Citigroup Theater is not responsible for lost or stolen items.