

Decorating Guidelines

General Facility Decorating Guidelines

- At all times walkways five feet in width space must be maintained for ADA and egress paths/exit doors per the City of Hagerstown Fire Marshal
- Display or decor items may not be placed in any doorways, aisles, stairwells, elevators, hallways or any area that blocks egress
- Renters may not cover or dim EXIT lighting in the facility
- Renter shall not bring any combustible or explosive materials onto the property, even if they are designed for event hosting.
- **The use of combustible or explosive materials is unlawful in the City of Hagerstown.**
- Pyrotechnics and open flame displays are strictly prohibited as are effect items such as but not limited to flash-pots, open flames, smoke devices, fog machines, diffusion, hazers, candles, flaming torches, sparklers and lasers
- Free-standing easels and 8X11 sign holders are available for your use throughout the facility
- Wedding & Special Event send offs should not require clean-up or harm to the environment
- Glitter is prohibited on the property; paper confetti may be utilized as an alternative
- Use masking or painters' tape to post cast names on mirrors is permitted
- Décor may not be affixed to any surfaces using tape of any kind including office tape, gaffers' tape, duct tape, command hooks, vinyl decals etc.
- Renters are prohibited from hanging items from mechanical equipment, electrical equipment or doors
- Theatre staff will create a customized schedule for your event based on the Renter's input and needs. This document is subject to approval by the Renter. It is the responsibility of the Renter to see that all vendors, rental equipment deliveries, decorators and other participants in the event be made aware of and follow the schedule set forth.
 - *Changes to the schedule will not be accepted on or after 48 hours before the rental start time.*
 - *The building will remain locked until the scheduled renter arrival time. Please be respectful of the Theatre staff and arrive on time.*
 - *Renters are encouraged to schedule pre-event walk-throughs with vendors, caterers, etc.*
- Following an event, all items including, but not limited to, rented equipment and decorations must be placed in trash receptacles or removed from the property. The Theatre does not permit overnight storage of renter's items.
- Maryland Theatre staff and volunteers are not responsible for decoration removal

Should you have any questions regarding these guidelines please e-mail staff prior to your event! For performance and events in the Historic Auditorium please email Anne Hunt at ah@mdtheatre.org for events in the Performing Arts Center please email Melissa Fountain msf@mdtheatre.org

Historic Auditorium Specific Decorating Guidelines

RENTERS MAY:

- Request “Reserved” signs to be used in the seating areas
- Use ribbon or decorative rope tied to chairs to reserve a row of seating
- Use chalkboards in dressing rooms to post show details for cast/crew
- Decorate with flower arrangements, posters on easels, free-standing signs behind the orchestra seating in the rear of the auditorium
- Place decorations at the edge of the stage
- Request that theatre staff hang banners from the box seat railing or on stage with a non-abrasive rope, ribbon, or zip-ties (these items must be dropped off one week in advance of your event)
- Request permission from Theatre Staff for vinyl decals to be affixed on specific surfaces

RENTERS MAY NOT:

- Affix items in any way to the auditorium seating
- Use balloons in this space due to ceiling height
- Prop open any doors in the auditorium or backstage
- Remove Box Seat chairs or decorate the Box Seats
- Fasten any banners or decorations to the stage curtains or orchestra pit railing
- Place stickers and/or decals on any surface without permission from Theatre Staff
- Obstruct any view with decorations

Lobby and Cocktail Lounge Specific Decorating Guidelines

RENTERS MAY:

- Renters have use of up to 2 monitors in the lobby, graphics must be provided in the form of a PowerPoint presentation one week before the event date.
- Place tables, decorations, free-standing displays, step & repeats within designated areas in the lobby, along the black and gold railing, and under the monitor near the glass ADA entrance
- Decorate on the concession areas with flower arrangements, flameless battery-powered candles, and small free-standing signs.
- Use Balloons that are weighted or secured
- Use the slat wall within the designated merchandise area, including shelves, baskets, and hooks
- Use ribbon or tulle to decorate the railing of the Grand Staircase and Cocktail Lounge

RENTERS MAY NOT:

- Place any decorations on the steps of the Grand Staircase or the Lower Level
- Use free-floating balloons in this space due to ceiling height
- Hang any items from display monitors
- Decorate the concession areas that impede food & beverage service

View Studio and Ballroom Specific Decorating Guidelines

RENTERS MAY:

- Use ribbon or tulle to decorate the columns
- Use Certified Fire-Retardant Pipe and Drape as a temporary curtain or serve as a backdrop. Drape/Curtain must have proper certificate attached to the fabric to be approved by Theatre Staff as a temporary curtain or backdrop
- Use chair covers, tie ribbons or tulle to chairs
- Decorate with flower arrangements, battery powered fairy lights, flameless battery-powered candles, and free-standing signs.
- Use Balloons that are free-floating, weighted or secured
- Lighting as provided by your DJ or technical contract
- Use free-standing columns or archways
- Decorate with free-standing cardboard or wooden cut-outs for photo-booth stations

RENTERS MAY NOT:

- Hang items with materials that penetrate the walls, fabric panels or floors
- Affix any items to the mirrors, blinds, curtains or windows
- Use non-Fire-Retardant and household fabrics for curtains, drapes or decor. All fabrics must be utilized for the purpose for which they were created.
- Use permanent or dry erase markers to be utilized on windows or mirrors