



**Northglenn Arts**

*D.L. Parsons Theatre*

11801 Community Center Drive

Northglenn, CO 80233

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## **DL Parsons Theatre - Level Orange - Rental Information**

The DL Parsons Theatre is being allowed to reopen based on mandated guidelines from the Colorado Department of Public Health and Environment and Tri-County Health. We are happy to assist you with ensuring that all guidelines are enforced.

### **FACE COVERINGS**

Face coverings are required for all persons the entire time you are inside the building and theatre. This includes performers, staff, and attendees during the performance. Remember to keep your face covering over your nose and mouth at all times. No Exceptions. If anyone arrives without a face covering, we're happy to provide them with one. If they would rather not wear a face covering, they will need to wait to come into the building until these guidelines are lifted at a later date.

### **SOCIAL DISTANCING**

Please encourage everyone stay at least six feet apart. This includes performers on stage, backstage, and during rehearsals. Decals on the floor will indicate distance so you know where it's safe to stand.

### **CLEAN HANDS**

Please encourage everyone to wash hands frequently and use the sanitizing stations set up throughout the lobby, backstage and at entrances and exits to the building.

### **DON'T FEEL WELL?**

IF ANYONE IS SICK, is experiencing symptoms of COVID-19 such as a fever, sore throat, shortness of breath, or cough, or have been in contact with someone with COVID19, require them to Stay home.

### **TICKETING & PATRON SEATING**

In-Person tickets must be reserved in advance and a reserved seating chart for each performance must be made prior to your performance. Entrance to the theatre for patrons must be at the House Right Back Double Door Entrance, and at the House Right Front Exit door near the stage exit after the performance.

## **ENTRANCE TO THE BUILDING**

**For Performers & Staff:** Please have your performers and staff use the entrance on the east side of the theatre building.

**For Patrons coming to a performance:** Please enter the building through the main recreation center doors no more than 30 minutes before the start of the performance. If your patrons arrive more than 30 minutes prior to the start of the performance and/or before the theatre house doors open, we will kindly ask that they wait outside of the building until the house opens.

## **ON STAGE AND BACKSTAGE**

Only 10 performers allowed on stage at a time

Please encourage performers to physically distance themselves in the green room

Masks must remain on at all times while in the building, this includes in the green room and on stage

## **FRONT OF HOUSE USHERS**

If you will have patrons attending your performance, you must have 2-3 volunteers or helpers to Usher and assist with seating your patrons. Our House Manager will oversee your ushers and help ensure that all social distancing requirements are being followed by your patrons. Please have your volunteers/helpers arrive for a brief training 45 minutes prior to your performance.

## **THEATRE TICKET SALES AND GUIDELINES**

We will not be able to provide any tables or seating on the mezzanine or lobby areas. We suggest you require your patrons to purchase and pick up tickets prior to your performance date.

We will provide you with 2 different safe, physically distanced seat maps to use to reserve seats for your ticket holders. We ask that you choose one that works best for your let us know which seat map you will be using so that we can set the house for you correctly. If you have multiple performances, we ask that you choose one seat map and use it for every performance.

**Please reach out to our Patron Experience Coordinator Candice Marchese at [cmarchese@northglenn.org](mailto:cmarchese@northglenn.org) or 303-450-8846 for assistance and/or guidance on selling tickets for your performance.**

## **LIVESTREAMING YOUR PERFORMANCE**

We provide the technical support, single point camera and required equipment to livestream your performance. You will need to set up a livestream platform to sell your live stream tickets and portal for your patrons to watch the performance. We use and recommend [BookTix.com](https://www.booktix.com). However, you are welcome to use another platform, please check with our technical director to ensure our equipment is compatible with your chosen platform.

**Please reach out to our Technical Director, Christopher Waller at [cwaller@northglenn.org](mailto:cwaller@northglenn.org) or 303-450-8846 for assistance and/or guidance for livestreaming your performance.**

## **THE FOLLOWING IS WHAT WE SEND TO OUR IN-PERSON TICKET HOLDERS, FEEL FREE TO USE IT AS A GUIDE FOR YOUR TICKETHOLDERS**

### **Attending the Performance**

- No walk-up tickets or will call is allowed, tickets must be purchased in advance.
- Seats will be assigned at the time of purchase and depending on the number of tickets purchased, you may be split up into smaller seating pods in order to comply with social distancing requirements.
- No Refunds or credits for tickets. All ticket sales are final.

### **Rules & Protocols**

- Face masks must be worn at all times while in the theatre and recreation center building. Mask-wearing requirements apply to everyone indoors.
- IF YOU ARE SICK, are experiencing symptoms of COVID-19 such as a fever, sore throat, shortness of breath, or cough, or have been in contact with someone with COVID19, Stay home.
- Theatre seats have been arranged into predetermined pods to accommodate social distancing and are being cleaned and disinfected before and after every performance.
- Patrons must remain in their reserved seat unless using the restroom or are leaving the building.
- There will be no food or drinks for purchase.
- Drinking Fountains are closed. Please bring your own water.

### **Arrival at the DL Parsons Theatre**

- Please arrive no more than 30 minutes prior to the performance start time and head directly to the theatre entrance with your ticket ready.
- You will be escorted to your seat assignments by an usher. Seat assignments will not be changed or moved.
- We ask that once you arrive at your seats, you remain in them until you are ready to leave after the performance.
- Once the show has started, late arrivals will be turned away and refunds will not be given.

### **Departing the theatre once performance is over**

- Please be prepared to leave the building as soon as the performance is over.
- Exiting the theatre will be through the marked Exit door on the house right. Don't worry, we will have ushers waiting to assist you with exiting.



