

Frequently Asked Questions (FAQ)

Updated April 16, 2019

Do we need to bring hard hats?

No, the Centre has 10 hard hats that can be used. They are to be worn when there is overhead work or more than one department is working at the same time.

Is safety footwear required?

Yes, during the day the stage is considered an industrial site and thus steel-toed footwear is required. The Centre is looking into acquiring safety caps, but please bring protective footwear. No open-toed or sandals allowed.

Is smoking allowed on stage?

No, smoking, vaping or smoke machines are permitted in the theatre. It is a smoke-free facility. The Centre does have a Haze machine that can be used.

Should we bring our own gels for the lights?

Yes. Please bring your own gels and label them so that they can be returned to you. The lights take standard size gels.

Is the loading dock large enough to take large set pieces?

Yes. The RHCPA theatre's loading dock can accommodate large set pieces.

Can anything be screwed into the floor?

No. No set pieces can be attached to the stage floor. All set pieces will need to be braced and weighted down for support. Also, flooring can be put down over the stage floor, but cannot be attached to the floor by any means including taping down. Flooring can have the seams taped to keep it down, but cannot be taped to the stage floor.

Can we get a tour the theatre?

The RHCPA is currently very busy with current shows and thus getting a tour is going to be challenging. Sorry. This means most nights and weekends are already booked, so there can be no tours while something is on the stage. If you would like to tour the theatre, please contact Steve Hetherington (shetheri@gmail.com) to check on availability.

When can we move into the theatre?

You can start load-in at the theatre at 8am on your performance day. The loading dock is on the South side of the building. Your team enters through the Stage Door at the back of the building.

THE CURTAIN CLUB, 400 Newkirk Road, Richmond Hill, ON L4C 3G7

What time do we need to be out of the theatre?

You need to be cleared out of the theatre building by 12 midnight. The stage, backstage and dressing rooms need to be cleared and cleaned to the state you found them before leaving. We have another group moving in first thing in the morning.

How much do we need to clean up when we are clearing out after the show?

The theatre, backstage, dressing rooms, and any other areas used must be clean and restored to the state they were when you arrived. All groups need to have removed all set, props and other production pieces by 12 midnight.

Do we need to bring our light and sound operators?

Your team knows your show best and you can have your own lighting and sound operators in the booth to run the show. The RHCPA tech will also be in the booth for the show, and can run the board for you if you like. There will be two techs available all day to assist with setting up sound and lights.

Where do we call the show from?

Your stage manager should call from the booth.

Is there a schedule for the move in day?

- 8:00 am load in
 - first 15 minutes is fire and safety orientation
- 10:00 am - 15-minute break
- 12:30 pm – 30-minute lunch break
- 3:30 pm - 15-minute break
- 6:00 pm - off stage and out of auditorium
 - Cast and crew can stay backstage / dressing rooms or leave the theatre for dinner break
- NOTE - breaks for theatre techs require that everyone is off the stage at times noted in the above schedule
- 7:30 pm – doors to theatre open

Where are the technical specs for the theatre?

All the technical specs are located on the RHCPA website at <http://www.rhcentre.ca/Rent-the-RHCPA/Technical-Specifications.html> or through the Festival 2019 website at <https://thecurtainclub.org/festival2019/>

Are we on the main stage or in the studio?

Main stage is being used for the productions in the festival.

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What will be set up for lights?

A standard wash will be hung for all shows. If a specific plot or specials are required, please send specs to Steve Hetherington (shetheri@gmail.com), Festival Production Manager, at least three weeks before the festival. He can assess with the Centre what can be setup for you. Given the time available during the setup day, we can't guarantee that we can do it all.

What format should we bring our sound design?

The RHCPA recommends bringing sound as individual tracks on a flash drive. NOTE that Windows Media Files (.wma etc) are not compatible with their system.

What if we have projection in our production?

Contact Steve Hetherington (shetheri@gmail.com), Festival Production Manager, as soon as possible to best be able to accommodate your needs.

Where is the Green Room reception?

There will be an After Party (Green Room) reception after each production at the Curtain Club theatre located at 400 Newkirk Road (north on Yonge, east of Elgin Mills). The After Party is for the production cast and crew, and the party will be waiting for you after clearing out of the theatre.

Who can attend the adjudication?

All are welcome to the adjudication the next morning at 10:00am at the Curtain Club theatre. As the adjudication is for the production cast and crew, they will be given prime seating with the adjudicator. The adjudicator will focus mainly on the production, but may, depending on time, open up questions or comments from the other attendees.

Other questions?

This FAQ will be updated as more questions arise and will be redistributed back out to all groups. Check the Festival website for most current information. For any further questions, please direct to Steve Hetherington, the technical communications liaison for the festival and one of our Festival Production Managers, at shetheri@gmail.com.