



400 Newkirk Road, Richmond Hill, ON L4C 3G7

# The Curtain Club Charity Night

## *Guidelines for Participating Charities*

Congratulations, your group is participating 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 Convener 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.

**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 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 approximately 7:40 pm, the doors to the seating area will open. At 7:45 pm, our Charity Convener will introduce each charity and give a representative an opportunity to extend a **very brief** explanation or description of your organization's purpose.

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

After the event you may be contacted by our Charity Night Convener to give us feedback about your experience or you may e-mail your feedback to [charitynight@thecurtainclub.org](mailto: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 disability use.

#### ***Perfume Sensitivities***

Please respect patrons who have perfume sensitivities. No scented products please.

#### ***Electronic Devices***

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

#### ***Admittance/Re-admittance during the Show***

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](mailto:charitynight@thecurtainclub.org)  
[www.thecurtainclub.org](http://www.thecurtainclub.org)