



Walton Arts Center  
life is sweet

## FREQUENTLY ASKED QUESTIONS

*About Using Walton Arts Center*

### **May I use any caterer for my event?**

You may use any caterer currently listed on our approved caterers list. Food not prepared by a licensed caterer shall not be served. Please contact Walton Arts Center for a list of approved caterers.

### **May I have alcohol at my event?**

Yes, Walton Arts Center is the exclusive provider of alcohol for any event held on-site. We must receive notification that alcohol is needed at least 30 days prior to event date. Alcohol may be served inside Walton Arts Center facilities in designated areas only. Client may not sell alcohol under any circumstances. Client may be required to pay for security personnel, scheduled by Walton Arts Center staff, when alcohol is served and management determines it is necessary for the size of your event. Current alcohol policies regarding source of alcohol and servers is pending and will be finalized by December 2009.

### **Do I have to pay a deposit?**

50% of estimated space usage is due with contract within two weeks of the date the contract is issued with remainder due ninety (90) days prior to occupancy. Deposit is non-refundable and will be applied to Client's final settlement.

### **May I extend my usage hours beyond the hours in the contractual agreement?**

If the space is available, client may extend the hours of the event up to 2 weeks prior to the event. Within 2 weeks of the event, client may extend an event up to one hour with the approval of Walton Arts Center staff on duty at your event. Client will be billed current hourly rates for additional usage time.

### **May I put up interior signage or wall decorations at my event?**

Walton Arts Center staff must approve all hanging signage and hanging decorations prior to placement. Clients may not use adhesive tape on any painted or wallpapered surface. Art in any location may not be removed, relocated or covered and must remain in place and unobstructed. Events taking place in an exhibition space (Cynthia H. Coughlin Gallery, the Garden Lobby and/or McCoy Gallery in Nadine Baum Learning Center) may not interfere with an exhibition.

### **May I have candles at my event?**

No open flame or candles of any type are permitted inside any building on Walton Arts Center's campus.

### **May I reserve parking at Walton Arts Center?**

No. The main parking lot across from Walton Arts Center at Dickson and West Streets is a municipal lot. Parking is always on a first come, first served basis. Keep in mind that there may be multiple events at Walton Arts Center, on Dickson Street, downtown or at the University of Arkansas on any given day.





**May I store decorations and event items at Walton Arts Center?**

No. Decorations and event items should be delivered to Walton Arts Center during contracted usage time and must be collected by the Client or appointed vendor by the end of the usage time. Items left behind are subject to removal from Walton Arts Center, and Walton Arts Center is not responsible for loss or damage to items. Any items arriving earlier than agreed upon time or left after event are subject to a storage fee.

**What kind of set up is provided by Walton Arts Center?**

Walton Arts Center has a limited number of tables and chairs available at no extra charge for Client events but must be reserved by the Usage Agreement. Walton Arts Center set up, including basic house lighting plot and house sound, is completed prior to the start of Client's usage time. Decorating and set up handled by the Client must be completed within the contractual usage hours. Client must provide all table linens and decorations.

**May I use Walton Arts Center Box Office for ticketing services?**

Yes. For all ticketed events held at Walton Arts Center, the Walton Arts Center Box Office serves as the exclusive ticketing outlet. Box Office policies and ticketing fees will apply.

**May I promote and advertise my event?**

Yes. However, Walton Arts Center's logo may not be used and all publicity materials must fall within Walton Arts Center marketing guidelines. If available, kiosks in front of Walton Arts Center may be used for promotional posters, but space is subject to availability and posters must meet Walton Arts Center requirements. Contact Walton Arts Center's Communications Department for signage schedule and approval process.

If you have further questions or would like to speak with someone regarding the use of our facility, please contact our Events Department at [events@waltonartscenter.org](mailto:events@waltonartscenter.org) or 479.571.2760

**Thank you for considering Walton Arts Center for your event!**



## General Operating Policies for Client Events

### 1. Space Reservations

All spaces in Walton Arts Center and Nadine Baum Studios may be used on a space-available basis. Space will be held for Client after a written application has been submitted to Center's Production Department and the space has been deemed available. A non-refundable deposit of the full base usage fee will be required to hold a reservation and will be due with the signed contract. If the deposit is not received, the date/time will be made available to other potential Clients. Should an event be canceled due to no fault of Walton Arts Center after a deposit has been paid, the deposit will be forfeited.

### 2. Scheduling Policy

Walton Arts Center facilities are scheduled according to the following priority of programs:

1. Walton Arts Center Programs
2. University of Arkansas Programs
3. Community Arts Programs
4. Other Non-Arts Programs

### 3. Use Agreements

Space reservation will be confirmed on the date that WAC receives the signed Usage Agreement and the Deposit.

The facilities of WAC are available for use to all individuals, organizations and corporations on a non-discriminatory basis under the terms and conditions set forth in this Agreement. It is understood and agreed that this Agreement does not grant exclusive use of the Center. All users and patrons are responsible for compliance with all local, state and federal laws in addition to the ordinances, policies and regulations of the City of Fayetteville.

Usage hours reflect actual hours in which Client has access to reserved space, including set-up and clean up by Client. WAC agrees to complete in-house facilities event set up and basic house lighting and house sound set up (other technical set up excluded) no later than the starting time of Client's usage hours. Additional technical set up will begin at the starting time of Client's usage hours.

Usage hours granted shall not be extended for the occupancy or use of Walton Arts Center premises or for the installation or removal of equipment without the permission of Walton Arts Center management. All such additional usage hours shall be paid for according to the current schedule of charges.

### 4. Concurrent Use

Walton Arts Center Management reserves the right to coordinate and adjust as required event start times in order to minimize audience overlap in start, intermission and end times of concurrent events.

### 5. Clean-Up Responsibility

Client agrees to leave all WAC facilities in the same condition as existed at the time Client took possession. WAC will provide normal pre and post event cleaning services, however, any additional charge incurred because WAC finds, in its sole discretion, that the facility was not left in the same condition as it was let will be borne by Client. Client shall be responsible for any and all damages to WAC facilities caused by acts of the Client, Client's agents, employees, or attendees of Client's event.



#### D. Catering

Client may make arrangements for catering with any Walton Arts Center approved caterer to bring in food and non-alcoholic drinks for a reception or meal which is directly associated with the event for which this Usage Agreement has been issued. Please refer to Walton Arts Center's Catering and Alcohol Policies document for current approved caterers. If you did not receive this document, please contact Walton Arts Center Events Department at [events@waltonartscenter.org](mailto:events@waltonartscenter.org) or 479.571.2760 to request a list of approved caterers. Washington County Health Department regulations prohibit service of food and beverages prepared in spaces other than licensed kitchens.

#### E. Alcohol

If alcohol is to be served at Client's event, WAC will require that alcohol be provided by WAC and that such beverages be dispensed only by WAC servers and/or bartenders. Please refer to Walton Arts Center's Catering and Alcohol Policies document for current rates for this service. If you did not receive this document, please contact Walton Arts Center at [events@waltonartscenter.org](mailto:events@waltonartscenter.org) or 479.571.2760. WAC reserves the right to deny the request of Client to have alcohol at Client's event for any reason.

Client is not permitted to supply their own bartenders, distribute or sell alcohol at Client's event. Walton Arts Center will supply bartenders to distribute any alcohol served and any alcohol distributed at Client's event will be distributed in accordance with federal, state and local law. No alcohol may be served or taken outside of the facilities. Alcoholic beverage service will be denied to those guests who appear to be intoxicated or are under age.

If alcohol is served at Client's event, WAC reserves the right to require and schedule security personnel for the duration of the event and bill Client at the then current rate as outlined in section II of this agreement.

Client and WAC agree that WAC has no responsibility for any property damage or bodily injury resulting from any act or omission on the part of the Client or Client's attendees due to alcohol consumption.

Client agrees that Client will indemnify, defend and hold harmless WAC from any claims, damages, loss or expenses, including, without limitation, attorney's fees, arising out of any incident relating to or in any way arising from the serving of alcohol at Client's event.

#### 8. Parking

WAC does not control nor can it reserve parking for Clients or the staff and patrons of Clients. Parking is not permitted in the red fire zones or WAC staff parking. Vehicles in these areas are subject to towing at the owner's expense. The WAC loading dock is for loading and unloading only. Parked vehicles may not block the dock. Any vehicles left in the dock after unloading or loading is completed are subject to towing at the owner's expense.

Trucks, buses, vans, or other vehicles associated with an event that require access to WAC loading dock must make arrangements to be met and directed by WAC staff. Unauthorized vehicles in the loading dock are subject to towing at the owner's expense. Arrangements must be made at least two weeks in advance, with Booking Manager, to leave larger trucks in the dock.

#### 9. Obstructions and Damage

No portions of aisles, sidewalks, entrances, passages, vestibules, halls, elevators, or means of access to public spaces of Walton Arts Center facilities shall be obstructed or caused to be obstructed by Client or caused to or permitted to be used for any purpose other than ingress or egress to and from Walton Arts Center and its premises. The doors, stairways or openings that



reflect or admit light into any portion of the buildings, including the hallways, corridors, passages, house lighting attachments and radiator, shall in no way be obstructed by Client.

Client shall pay for any damage by Client resulting from the misuse of any devices or equipment belonging to Walton Arts Center.

#### 10. Smoking

Smoking is prohibited in all Walton Arts Center facilities.

#### 11. Recording, Broadcasting and Camera Usage

No event presented in Walton Arts Center or Nadine Baum Studios may be broadcast, video-taped, recorded, or otherwise reproduced without the consent of Walton Arts Center management. In the event that consent is granted, the Client shall ensure that Walton Arts Center and its staff receives proper audio and/or video credit, i.e. "Recorded live at Walton Arts Center, Fayetteville, Arkansas."

Rebroadcast rights must be approved through the Walton Arts Center Communications Department.

Walton Arts Center Technical Manager or technician on duty shall have the final word on placement of cameras and other equipment.

#### 12. Lost Articles

Walton Arts Center staff shall have the sole right to collect and have custody of articles left at the conclusion of a performance/event. Lost articles will be stored in the Walton Arts Center Box Office. Where lost articles can positively be identified to be the property of a patron or a Client or his employee, Walton Arts Center staff will make every effort to reunite such articles with their owner. Walton Arts Center will not be responsible for incurring any costs for returning such articles. After seven days, all unclaimed articles shall become the property of the Walton Arts Center to keep or dispose of as staff sees fit.

#### 13. Storage

Walton Arts Center will not accept any shipped goods unless prior arrangements have been made with the appropriate staff. In the receipt, handling, care or custody of property of any kind delivered to the Walton Arts Center for or by a Client, Walton Arts Center staff shall act solely for the accommodation of said Client. Neither Walton Arts Center nor its staff shall be liable for any loss, damage or injury to such property.

#### 14. Animals

Animals, other than those required by persons with disabilities, will not be allowed in Walton Arts Center facilities for any reason other than for use in a production as required by a script. In the event animals in any number are required for a production, such animals will only be allowed in Walton Arts Center for such time as they are required to participate in any rehearsals or performances.

#### 15. Lodging

Client or any person or persons claiming to be acting for Client are prohibited from using Walton Arts Center facilities as overnight lodging accommodations.



#### 16. Insurance

Client will furnish, at least two (2) weeks prior to the event, a certificate of insurance covering said event naming Client and Walton Arts Center as insured. The certificate must contain the following language: "Walton Arts Center is named as an additional insured with respect to all activities by Client held on the premises of Walton Arts Center facilities on the dates of \_\_\_\_\_ pursuant to policy number \_\_\_\_\_." Such insurance shall provide for a minimum of premises bodily injury liability of one million dollars (\$1,000,000) per occurrence.

#### 17. Compliance with Laws

No activities in violation of federal, state or local laws, ordinances, rules, regulations or the opinion of the Board of Health shall be permitted on Walton Arts Center premises. Clients shall be responsible while under the terms and period of the Use Agreement to enforce this provision.

#### 18. Licenses and Fees

Clients shall obtain all permits and licenses required by the laws, ordinances, rules and regulations, referenced above, for Client's event, including licenses to perform all copyrighted material. Client is responsible for all costs arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes or dramatic rights used or incorporated in Client's event. Client shall indemnify, defend and hold harmless Walton Arts Center from any claims or costs including legal fees which might arise from the questioning of use of any such material as described above. Walton Arts Center shall, either prior to or subsequent to a performance, have the right to require any Client to furnish satisfactory evidence that such Client has obtained all such licenses.

#### 19. Commission on Sales of Souvenirs

WAC acts as venue Concessionaire. The Client or Client's representative must secure prior approval to sell souvenir programs, books, photographs, posters, recording and other materials related to the event in any location. Client will pay WAC 25% of the total gross sales minus sales tax if Client provides seller. If WAC furnishes salespersons, Client will pay WAC 35% of the total gross sales minus sales tax. Client will notify WAC ten (10) days prior to event if assistance in selling merchandise on the site of the performance is needed. WAC management may, at its sole discretion, refuse the right to sell inappropriate items at any location and shall in any event retain control of locations of the sale. Any fee, license, tax or other charge that may be levied by any agency other than WAC shall be the sole responsibility of the Client to pay, and Client represents and warrants that Client will pay all such fees, costs and taxes when the same are due. Client may not sell food and/or drink. Client shall give no free samples of any merchandise whatsoever without the consent of WAC.

#### 20. Use of Theater Area Seating

The use of the theater seating areas shall be restricted at all times to those in possession of tickets during times for performance/events and those times immediately preceding and succeeding such performances/events.

In the event that cleaning of the seating areas is deemed necessary due to a person or person(s) associated with Client's event occupying that area, a cleaning fee will be assessed and charged to the Client. Food and drink are strictly prohibited in the theater seating areas.

#### 21. Objectionable Persons

Walton Arts Center management reserves the right to eject or cause to be ejected from the premises of Walton Arts Center any objectionable person or persons. Neither Walton Arts Center nor any of its officers, agents or employees shall be liable to any Client for any damages that may be sustained by such Client subsequent to the exercise of such right by Walton Arts Center management.



The term “objectionable persons” shall include those persons who by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of Walton Arts Center policy, city, state or federal law, make the normal and proper conducting of business or an event or the enjoyment by others of such event difficult or impossible for others. Objectionable persons also include those who interfere with the normal and proper conducting of business/event or the enjoyment of others.

22. Refusal to Rent

Walton Arts Center management shall refuse to rent Walton Arts Center facilities for any event, activity or performance if it determines that such event, activity or performance or the anticipated audience response to such event, activity or performance may cause damage or the unusual risk of damage to Walton Arts Center or Nadine Baum Studios facilities or patrons.

*Walton Arts Center Management reserves the right to change and to amend these policies at any time.*



## **Front of House Policies and Procedures for Client Events**

### 1. Personnel

- Walton Arts Center will establish minimum requirements for event/performance and arrange for house manager(s) and volunteers, as needed
- Ticket Taking and Usher services will be provided as needed and will be coordinated 6 weeks prior to event

### 2. Opening Hours and Curtain Time

- House Manager will open house thirty minutes prior to the advertised curtain time at which time patrons may be seated. Technical preparations, rehearsals and other activities must be completed on stage and in the seating area by the time the house opens.
- Client agrees to make every effort to begin performance or event on time
- House Manager may delay the start of a performance or event due to weather, traffic or parking conditions for a reasonable amount of time to allow the great majority of patrons to be seated

### 3. Late Seating

- Latecomers will be seated at the discretion of House Manager

### 4. Intermission

- For all performances in Baum Walker Hall, Starr Theater or Studio Theater @ Nadine Baum Studios scheduled to last at least 90 minutes, Walton Arts Center requires at least a 15 minute intermission

### 5. Concession Sales

- Walton Arts Center retains exclusive right to operate all concessions, including soft drinks, coffee, alcoholic beverages, food items, candy and confections before, during and after any events.
- Under no circumstances may Client or third party acting on behalf of Client obtain permits to sell alcohol or concession items in Walton Arts Center facilities.

### 6. Novelty Sales

- Client must obtain permission from Walton Arts Center to sell novelties
- With Walton Arts Center's approval, Client is permitted to sell or take orders for items to include, but not limited to souvenir programs, books, photographs, audio or video tapes, CDs, posters, opera glasses, t-shirts, sweatshirts, or other souvenir items that are directly related to the event or performance
- Client agrees to pay Walton Arts Center a commission (outlined above), in cash, immediately following close of sales for each sales period
- Prices charged for items must be clearly displayed and all displayed items must be for sale
- Client is individually liable for the reporting and payment of all applicable taxes for sales





- Walton Arts Center reserves the right to refuse permission to sell or distribute any item that does not directly relate to the presentation of a specific event for which an Agreement has been issued or any item which in normal use or misuse may cause damage to Walton Arts Center, its staff or patrons

#### 7. Event Programs

- Client is responsible for production, printing and delivery of the event program to Walton Arts Center
- Event programs must be delivered to Walton Arts Center staff at least one business day prior to the scheduled event
- Walton Arts Center is responsible for the distribution of programs and will discard any remaining programs unless prior arrangements have been made with the Walton Arts Center

#### 8. Coat Check

- The operation of any coat-check rooms is the exclusive province of Walton Arts Center. Volunteers will be scheduled to operate the coat check at an event at the discretion of Walton Arts Center if requested by the client.



## Box Office Services for Client Events

Walton Arts Center ticketing services are exclusive. The box office staff will provide clients with all aspects of ticketing for their events as outlined below.

### Event Set-Up & Administration

#### I. Pre-Event Meeting

*Prior to the release of any publicity* about the event, and no later than six weeks prior to the event, Client must set up ticketing services with the box office. In order to set up ticketing services, Client must meet with ticketing staff and provide the following information:

- Performance information: Name, Date, Times, length of performance
- House Structure and Pricing
- Information on any special promotions or discounts
- Ticket exchange policy (if applicable)
- Age appropriateness of performance
- Biographical data on artist(s)
- Contact number for patrons who require additional information

#### 2. Ticketing Holds

At the time of set-up, holds may be placed on specific seats.

- Box Office Manager will automatically hold house seats for patrons in wheelchairs.
- Box Office Manager will automatically hold house seats for emergency use.
- Walton Arts Center reserves the right to hold up to 2% of house seats to be used at their discretion.
- Additional holds may be made at the request of the Client.

#### 3. Event Wrap-Up

Box Office statements are provided with the final settlement sent to client. The box office can also provide Client with a list of ticket purchasers if requested. The Box Office statement provides an accurate accounting of all tickets sold and remaining in the system. It does not necessarily reflect attendance. At Client's request, Patron Relations Manager can provide a dropped ticket count to reflect the total number of tickets torn. Client must request in advance that torn tickets be saved.

#### 4. Box Office Hours and Staffing

WAC agrees to provide ticketing services and support during normal box office hours:

- Monday-Friday, 9:00 a.m. – 6:00 p.m.
- Saturday, 12:00 – 4:00 p.m.



- Box Office will open one hour prior to performance and remain open through intermission or 30 minutes after performance begins, based on event. Client will be billed for all hours that do not fall under our normal hours of operation as outlined above.

### 5. Other Ticket Sales Options

- Walton Art Center Web Site: [www.waltonartscenter.org](http://www.waltonartscenter.org).  
(On-line ticket sales may be available for Client events through Walton Arts Center web site. Availability and associated fees are negotiated through the Box Office on an individual basis.)

## **Ticket Policies**

### 1. Exclusivity

Walton Arts Center will be the sole ticketing agent for all events taking place at Walton Arts Center. Walton Arts Center maintains sole control over all ticket inventories.

### 2. Refund and Exchange Policy

- All tickets are non-refundable.
- If Client event has multiple performances, Client may approve ticket exchanges. If exchanges are allowed, the patron will incur an exchange fee as determined by current Walton Arts Center ticket policy.

### 3. Handling Fees and Sales Tax

- Purchases by phone and by mail may incur a specified handling fee per transaction, paid by the patron as outlined below:
  - Phone orders are subject to a \$7.00 processing fee, regardless of total amount charged or number of tickets purchased.
  - Web orders are subject to a \$4.00 processing fee, regardless of total amount charged or number of tickets purchased.
  - In the case that we process a subscription, they are subject to a \$5.00 fee instead of the phone or web processing fee.
  - All orders subject to a \$.50 facility fee that is included in the ticket price.

### 4. Cancellation of Performance or Event

- In the event of cancellation by the Client after the contract has been executed, Client shall pay minimum set-up fee plus all other Box Office fees associated with event, including handling fees.
- Client shall pay any additional charges associated with the cancellation, including but not limited to advertising of the cancellation of the event, staffing, etc.



## **Marketing Policy for Client Events**

ALL advertising for a Client event must receive prior approval from the Walton Arts Center Communications Department. Failure to do so may result in a marketing fine of \$150 assessed at the time of settlement. Additional fees may apply if problems occur due to advertising that was not pre-approved.

### Use of Walton Arts Center Name

- In all advertising and promotion for Client's event, Walton Arts Center's name is to be used as a LOCATION ONLY.
- Walton Arts Center's logo may not be used.
- Walton Arts Center may not be indicated at the top of the publicity piece in title-style (such as "Appearing at Walton Arts Center").
- Event location should be indicated near the phone number and font size for Walton Arts Center must be no larger than the font size used for the phone number of where to call for tickets. Reference must read in a manner as follows: "Presented at Walton Arts Center" or "For tickets call Walton Arts Center." If different wording is used, permission from Walton Arts Center Communications Department must be granted.
- All ads must prominently state that the event is being presented by the Client.

### Signs and Posters

- All publicity material displayed at Walton Arts Center must be approved by the Communications Department.
- In order not to damage the building or any displayed artwork, posters, signs, or other publicity material may not be displayed at Walton Arts Center, except when hung on designated bulletin boards and with written approval from Walton Arts Center.
- Space Usage Agreement at Walton Arts Center does not guarantee the availability of an outdoor display case. On some occasions, an outdoor display case may be available for the promotion of your event. Please contact the Communications Department for availability.
- Reasonable promotional material may be left on the publicity shelves in the main lobby, opposite the Box Office.

## **Publicity Suggestions**

### Press Releases

Most organizations have a list of publicity contacts to which they mail a press release announcing their event. Local newspapers should also be contacted. The main points that need to be included in your press release are: Who, What, When, Where, How, How Much, and Whom to Contact for information and tickets for your event—always include a phone number! If you have photos, these should definitely be included in your mailing. After you send the press release, a follow up call to the section editor is a good idea.



### E-Mail

In this information age, one excellent way to communicate your event is through e-mail. Developing an electronic mailing list can be as easy as contacting friends who have the same interests, or distributing a survey or information cards to patrons, asking them for their e-mail address. After you have compiled your mailing list, just type up a letter - brief is better! - and hit send.

### Advertising & Flyers

Depending upon your budget, paid advertising can range from an all-out onslaught of media to the clever use of your office copy machine. A flyer can go a long way toward marketing your event, and it costs very little to make. You will know your audience better than anyone else. Where do they gather? What activities do they enjoy? Place your flyers in these locations. Newspapers, radio and television stations can provide you with the specifications and dollar amounts for their advertising space and time if you decide to use the mass media.

### WAC Marketing Contact

You must contact the Walton Arts External Affairs Department for approval of ALL publicity material that will be displayed at Walton Arts Center.

Walton Arts Center External Affairs Department  
ATTN: Marketing Manager  
479.443.9216 x 279  
479.443.6461 (fax)  
[info@waltonartscenter.org](mailto:info@waltonartscenter.org)



## Technical Information and Policies for Client Events

To avoid confusion during your usage of Walton Arts Center, please share this information with all performers and technicians associated with your event.

### 1. Production Meeting

A production meeting is required between the Walton Arts Center Production Department and Client or Client's designated representative at least two weeks prior to the event. To reduce confusion, it is very important that only one person be authorized to speak for the event. **Regardless of the number of times Client has used the center, a production meeting is required for every event.** Final decisions regarding the event, including equipment and manpower needs, will be made during this meeting. With four performance spaces and events often happening simultaneously, technical and human resources are scheduled well in advance to ensure facilitation for all. It may not be possible to reschedule these resources if production meetings are delayed or if changes are made following the production meeting.

### 2. Technical Personnel & Stage Manager

Only qualified personnel are allowed to operate Walton Arts Center equipment. Walton Arts Center reserves the right to use Walton Arts Center technical staff when safety or expertise is a consideration. Client supplied, qualified technicians may be allowed with prior approval from Walton Arts Center Technical Manager, who will also determine the minimum number of personnel required for each event. One Walton Arts Center technician is assigned to each event to facilitate and coordinate Client's technical needs. Generally, this staff technician will be in a supervisory capacity, may not hold a crew position, and may have other responsibilities within the Walton Arts Center. All technicians supplied by Walton Arts Center will be billed to Client at \$20 per hour per staff member. Walton Arts Center supplied technicians must be allowed a meal break at no more than 5-hour intervals. This may require that the stage be shut down during the break, unless staggered breaks can be arranged. Walton Arts Center may require that a qualified Stage Manager be present during your event (including rehearsals). If you do not have one, Walton Arts Center will provide one at the prevailing technical personnel rate.

### 3. Clients Goods: Delivery, Storage, Safety

Walton Arts Center will not accept any shipped goods unless prior arrangements have been made with the appropriate staff. In the receipt, handling, care or custody of property of any kind delivered to Walton Arts Center for or by a Client, Walton Arts Center staff shall act solely for the accommodation of said Client. Neither Walton Arts Center nor its staff shall be liable for any loss, damage or injury to such property. **Clients' goods must be removed from the building immediately following Clients' event.** Client is responsible for insuring that all costumes, sets and soft goods are made of non-flammable materials, or are treated with fire retardant chemicals. The fire curtain line must be kept clear. No cut Christmas trees, hay, straw or similar items are allowed. No open flames are allowed. Fire regulations prohibit blocking aisles, hallways and exits.

### 4. Special Effects and Sound

All incendiaries, explosives, lasers, strobes, smoke effects and the like must meet all federal, state and local fire and safety codes. The use of oil-based chemicals is not allowed. Flammables and explosives may not be stored in



Walton Arts Center. Actual firearms are prohibited. Walton Arts Center Technical Manager must approve all firearm effects. Sound levels are limited to 95db average, all frequencies max, as measured at the sound mix position. Musical groups using Walton Arts Center house sound system must schedule ample time to allow for a proper sound check prior to the performance.

#### 5. House Equipment

Walton Arts Center will provide an equipment list for Client. Walton Arts Center equipment must be reserved at the production meeting since our inventory is limited and it is assigned on a first come, first served basis. No stage equipment may be used or changed without the approval of the Technical Manager. No house equipment may be used as a set piece or prop. The acoustic shell in Baum Walker requires a minimum of two hours to set up and one hour to strike and requires three technical personnel, resulting in a charge of 9 hours of technical labor billed to Client. Walton Arts Center pianos may be tuned only by a Walton Arts Center approved technician, and only to A-440.

#### 6. Set Construction

Set construction is not allowed in Walton Arts Center. We do not have a proper shop space and dust, noise and space are constant concerns. We encourage designing sets to use stage weights rather than screwing into our deck for support wherever possible. Dry wall screws are not allowed since they are weak and break easily. Painting is not allowed except for touch up painting with proper drop cloths in place.

#### 7. Hours

Your rental start time is printed on your contract and you will not be allowed access until that time. Technical set-up begins at the start time printed on your contract.

#### 8. Tools and Supplies

Walton Arts Center does not provide tools, consumable items or office supplies. Please bring all hand tools needed to install your set. Please insure you have an adequate supply of tape, scissors, staplers, pens, pencils and the like. Masking tape and duct tape are not allowed. Colored electrical tape makes excellent spike tape. Walton Arts Center will supply gel from our inventory.

#### 9. Backstage Areas

Walton Arts Center reserves the right to assign dressing rooms to Clients and to reassign those rooms if necessary. The Green Room is provided for the mutual use of all personnel associated with all events occurring in Walton Arts Center. It is not a private space. Dressing rooms, Green Room, backstage and stage areas must be kept clean, orderly and quiet. Multiple events may occur simultaneously. Clients must provide adequate adult supervision for all events involving children. No lockbox is provided for Clients to secure valuables and Walton Arts Center assumes no responsibility for valuables. Lockers are available and Clients are encouraged to bring a pad lock and use a locker as needed.



10. Kitchen

The kitchen, which carries a separate rental fee, must be reserved in advance. The State of Arkansas Department of Health licenses the kitchen. No non-food preparation activities can take place in the kitchen.

11. Loading Dock and Parking

Walton Arts Center does not control, nor can it reserve parking for Clients or the staff and patrons of Clients. Parking is not permitted in the red fire zones. Vehicles in these areas are subject to towing at the owner's expense. Walton Arts Center loading dock is for loading and unloading only. Parked cars or light trucks may not block the dock. Arrangements must be made in advance to leave larger trucks in the dock.

12. Food and Drink

No food or drink (other than water) is allowed on stage. No food or drink is allowed in the patron seating areas of Baum Walker Hall. Please confine all food to the Green Room and Dressing Rooms.

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PLEASE REMOVE THIS PORTION OF THE DOCUMENT AND RETURN WITH APPLICATION

I have read and agree to the terms outlined in this Client Information Packet  
*Agreeing to these terms does not guarantee space availability*

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CLIENT

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DATE