

Town of Hardwick
Hardwick Town House
Safety and Security Policy

Fire Codes:

1. Pyrotechnics and/or open flames such as candles, torches, lanterns or flame throwing devices are not allowed anywhere in the Hardwick Town House.
2. Smoke machines and/or smoke making devices are not permitted on the interior of the Hardwick Town House but may be used outside as a form of atmospheric decoration.
3. Smoking cigarettes, cigars or pipes is strictly prohibited in the Hardwick Town House. If a performance calls for one of the three items listed above as a prop it must be cleared through the Board of Directors for NEKArts and could possibly require the posting of a firefighter and/or fire warden at the performer/promoter's expense.

Food and Beverage:

1. NEKArts will arrange to have volunteers sell baked goods, coffee and non-alcoholic beverages during pre-show and intermission for any given performance and does not grant permission for outside performers/promoters to sell their own refreshments unless previous arrangements have been agreed upon by the Board of Directors for NEKArts.
2. Any electric device to heat food, coffee, popcorn etc. is permitted but allowed only in the lobby and/or gallery area. A fire extinguisher must be on site.
3. Open grills and gas ovens are prohibited from use inside the Hardwick Town House but may be used on the exterior grounds with permission from the Board of Directors of NEKArts.
4. All food, containers, bottles and/or trays related to serving and or consuming food brought in to the Hardwick Town House must be removed immediately following the performance/event. There is NO storage of food, containers, bottles and/or trays allowed anywhere in the Hardwick Town House.
5. Food and drink are allowed back stage. Only water is permitted on the stage. Garbage accumulated by the performer/promoter backstage must be removed by the performer/promoter that same day at a cost to the performer/promoter.
5. There will be no BYOB events at the Town House except for the Greensboro Blues Jam. Otherwise there is no alcohol permitted in the Hardwick Town House unless supplied by an outside licensed caterer and subject to the approval of the Board of Directors for NEKArts. In such an event adequate security may be requested at a cost to the promoter/presenter.

Keys:

New locks will be installed on the Hardwick Town House. The following will receive one copy each: The Hardwick Town Manager's office, the Director for NeKArts and two Board of Directors for NEKArts. Performers with an extended and continuous residency may receive ONE copy of the key at the start of their scheduled residency, subject to a key deposit, which will be returned when the key is returned at the end of their residency. It is strictly forbidden to make copies of the new keys unless authorized by the Board of Directors for NEKArts.

Equipment and props:

Any outside equipment and/or props, not owned by NEKArts, must be removed from the Hardwick Town House at the end of the performance and/or residency. There is absolutely no storage of lighting, sound, other equipment or props allowed in the Hardwick Town House unless prior arrangements have been made with the Board of Directors for NEKArts.

Set construction, design and the stage:

1. The Board of Directors for NEKArts must first approve on-site construction and painting of sets.
2. Absolutely no props and/or set designs can be hung from the railing of the catwalk.
3. No one is allowed on the catwalk without prior permission from the Director of NEKArts
4. The use of the Charles Henry Grand Drape and the Charles W. Henry street scene backdrop is subject to the Henry Curtain Policy still in development.

Adopted: Thursday, October 23, 2003