

HSO Rehearsal Hall & Bushnell Backstage Procedures

2017-18 Season

HSO Rehearsal Hall at 61 Woodland Street

The HSO Rehearsal Hall is housed in a state-owned and operated facility, which is locked and alarmed overnight between the hours of 7:00pm and 7:00am, Monday through Saturday, and all day on Sundays and holidays.

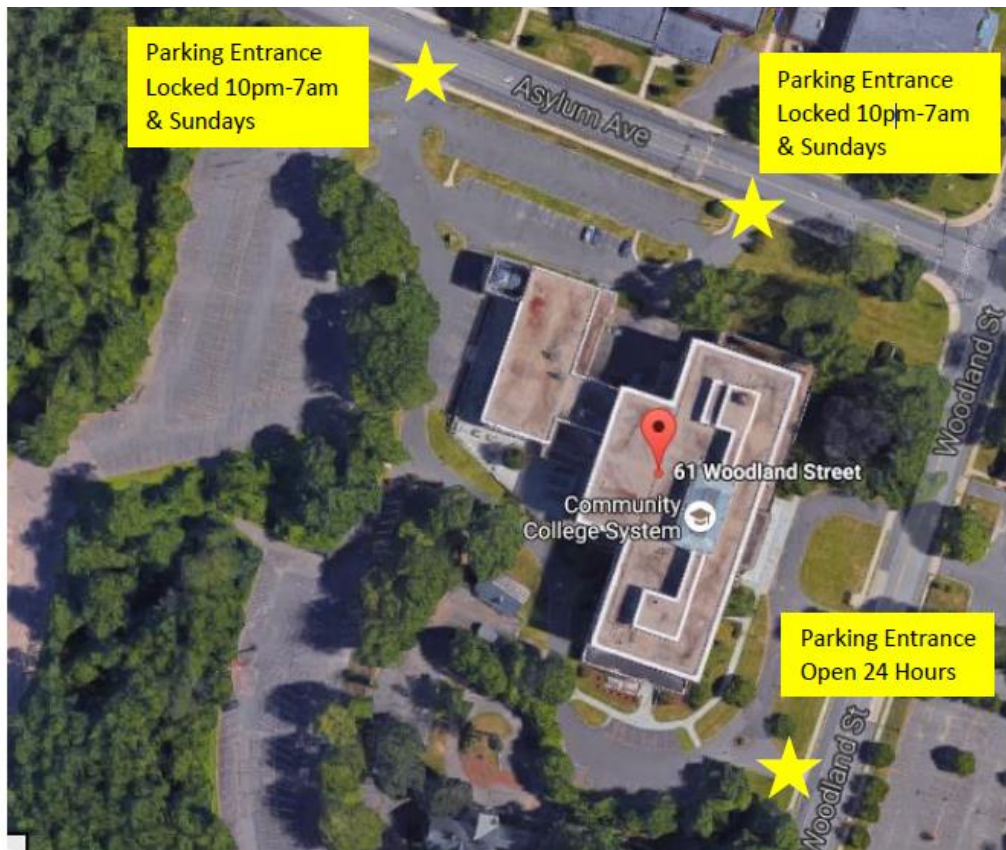
If you arrive for rehearsal and find that the doors are locked, please simply call the HSO staff member who is working the rehearsal, and we will be happy to let you in. A contact number for the HSO staff member who is working the rehearsal will be posted at each entrance for your convenience.

Please utilize only the entrances and exits facing Asylum Street or near the security desk. When entering or exiting the building following evening rehearsals, please do not prop or hold any doors open as the sensors on the door will set off the alarm if the doors are open for longer than 30 seconds.

Only use the patio doors in case of an emergency. Smoking is prohibited on the patio at all times. Please smoke in the designated smoking areas near the entrance facing Asylum Avenue.

Please do not utilize the couch area near the security desk. This area is cleaned by the building staff before 7PM and we do not have access to this area during rehearsals.

Ample parking is available at the HSO Rehearsal Hall. Please enter the parking areas using either of the two entrances facing Asylum Avenue or the entrance facing Woodland Street. If you arrive to find that the Asylum Avenue entrances are gated and locked, the entrance facing Woodland Street is open 24/7. Please do not park in any spots labeled for "Fleet Vehicles".



The Bushnell

Please help us to adhere to the Bushnell's safety and security policies by observing the following procedures:

When entering the theater accompanied by guests, please use the main entrance facing Capitol Avenue. This allows the front of house staff to correctly account for patrons in the case of an emergency, and also helps us to properly track attendance and seating. Only musicians should enter through the backstage doors.

Due to recent updates in the Bushnell's security system, the door that leads from the Belding Lobby area to the backstage area will now be locked at all times. In order to gain entry to the backstage area by using this door, all musicians will need to enter a pin code to unlock the door. The key code panel is located to the left of the doors near the drinking fountains. The code to unlock the door is 1934 – the year the Hartford Symphony Orchestra was established. Simply punch in the code into the keypad and the door will unlock. These security measures are designed to enhance the security of all performers and their belongings backstage at the Bushnell.

We are happy to allow backstage visitors following the performance as space and logistics permit. Please note that backstage visitors are not allowed before the concert or during intermission. If you wish to have visitors meet you backstage after a concert, please arrange these details with an HSO Operations Staff member either in person, over the phone, or by email at least 24 hours prior to the concert. Otherwise, please plan to meet any guests in the front of house lobby spaces.

If you find you need to bring children to a rehearsal in the theater, please have them seated in the audience. Due to safety and liability reasons, unattended children are not allowed in the backstage areas during rehearsals or performances.

Due to the structure of the IATSE crew calls, please pack up and leave the stage area as expediently as possible following any rehearsals or concerts. Once rehearsals and concerts finish, we have a limited amount of time to exit the stage area before the IATSE crew receives another 4-hour call. You are welcome to remain in the open area near the loading docks, but for concerts in Belding, please plan to be outside of the theater doors and for concerts in Mortensen, please make sure you are off the stage.

Personal items, such as small purses or small cases, are allowed on stage. If you bring a personal item on stage, please do your best to place these out of sight while performing. Be sure to move any personal items, including instruments, when instructed by HSO staff or stage crew to help facilitate stage changes.

Finally, please be aware and considerate of the stage crew in any venue. For the safety of all, stay alert and give right of way to the crew, especially those moving or carrying large instruments and equipment.

Any questions about these procedures can be directed to:

Douglas Donato

Assistant Manager, Production.

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