

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.

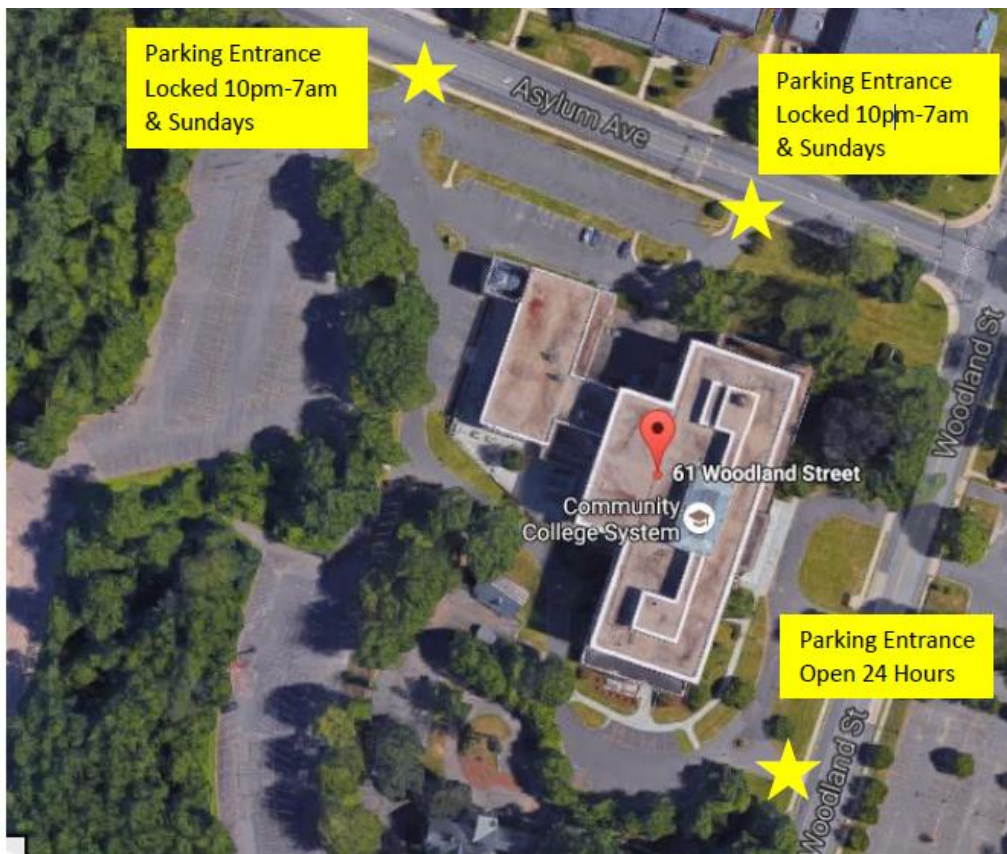
If you arrive for rehearsal and find that the doors are locked, please simply call the HSO staff member who is working the rehearsal, and we will be happy to let you in. A contact number for the HSO staff member who is working the rehearsal will be posted at each entrance for your convenience.

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. Please do not make phone calls near the security desk, as security staff may need to hear phone calls or communicate via radio.

Ample free 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". **Please park in designated parking spaces ONLY and do not block walkways or driveways.**



Masks are required for all musicians at all times indoors, regardless of vaccination status, by order of the City of Hartford Executive Order issued on August 10, 2021. Please refer to guidance from the CDC for the recommended types and wearing of cloth and disposable masks, available here: [Types of Masks and Respirators | CDC](#). String, percussion, and keyboard players are required to wear their masks at all times while on site. Wind and brass players are permitted to remove their masks only in designated performance areas in order to play, otherwise, masks should be worn at all times. The HSO will have surgical masks for all employees upon arrival. Please remember to put your mask back on to move outside of your designated performance area, or to converse with other musicians/staff/crew.

Warm-up should take place inside the rehearsal hall only. Please do not play outside of the rehearsal hall.

Please follow posted guidance for capacity limits in the restrooms.

The Bushnell

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

Vaccines are required for all orchestra members, substitutes, and/or extra musicians. Provide and/or update your vaccination status when requested. Musicians with a medical condition (doctor's note required) or a closely held religious belief (written declaration required) that prevent vaccination will be required to provide proof of a negative COVID-19 PCR test taken within 72 hours of the start of their first scheduled service AND within 72 hours of the first scheduled at The Bushnell. These are the only exceptions to the vaccine mandate for musicians performing with the HSO.

All vaccination status information will be kept confidential.

To confirm that they are not experiencing symptoms, the HSO requires all employees to submit written standardized employee screening questionnaires no more than 24 hours prior to each day of in-person work. These will be sent by email via SurveyMonkey on the morning of each service and should be completed online.

When you arrive, please use the Belding stage door and proceed to the security desk. Give your name to the guard on duty.

Please be aware that The Bushnell is continually updating and improving its security procedures. Bag checking is now in place for all events, including all HSO performances. Please be prepared to have your bags checked by Bushnell security when entering the building for rehearsals or performances. Security may also ask for your name upon entry, so that they can verify that your name is on the roster for that evening's event. Please give security personnel your name if they request it.

Guests may only enter 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.** Guests are currently not allowed backstage.

The door that leads from the Belding Lobby area to the backstage area will now be locked at all times. To gain entrance, the code for the keypad to the left of the doors is **1934** (the year the HSO was founded!).

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.

Eating or drinking anything besides water is not allowed on either stage or backstage at any time.

The Orchestra locker room in the basement will be unlocked for musician use during rehearsals and concerts in the Belding Theater. Musicians can store personal items in the lockers, but are responsible for providing their own combination lock or padlock. Please do not touch any other items that may be stored in the locker room.

Please note that access to spaces in The Bushnell where the HSO is not scheduled to perform may be off-limits to HSO personnel, due to other Bushnell events or performances. The laundry facilities in the basement are off-limits at all times and are reserved for touring show use only.

Warm-up should take place on stage or in designated warm-up areas. Please do not play unless you are in an indicated performance area. Playing is NOT permitted in the dressing rooms.

Musicians are responsible for bringing their personal instruments, music, instrument stands, etc. on stage. Please plan for adequate set up time accordingly.

Musicians should only use restrooms in the backstage area or in the dressing rooms. Please do NOT utilize front of house restrooms, to limit cross-over between front and back of house.

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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:

Charles S. Freitag

Production Manager

cfreitag@hartfordsymphony.org or (860) 760-7323