FOREST THEATRE PRODUCTION GENERAL POLICY, 2012–2013

1. Reservations and inquiries shall be made by contacting the Forest Theatre Manager at the North Carolina Botanical Garden at (919) 962-0522 or ForestTheatre@unc.edu. Reservation forms and payment must be complete at least 30 days prior to event. All dates must be pre-approved. Note: The Forest Theatre venue may be affected by athletic events on the UNC campus. To check the UNC athletic calendar go to: http://tarheelblue.cstv.com/#00

2. A non-refundable facility use fee is required to confirm a reservation. There is also a facility deposit required. The production use fee depends on several factors, including the use of a Forest Theatre House Manager. Contact the Forest Theatre Manager for pricing details.

3. Extended Reservations may reserve the space all day, while one-day production events are guaranteed the space for four hours.

4. For one-day production events, set-up and break down activities should occur within the 4-hour reservation time period. Any changes or additional use (i.e. rehearsals) must be pre-approved and coordinated through the Forest Theatre Manager at the North Carolina Botanical Garden.

5. A pre- and post-inspection of the space will be performed. The Reservation Party will be charged for any damage to the Forest Theatre property. Failure to leave the site as found will result in loss of damage deposit.

6. Event may be scheduled anytime during daylight hours. For use of Forest Theatre after dark, the Reservation Party must submit a lighting plan for approval.

7. A production use reservation of Forest Theatre does not include reservation of the parking lot. Parking on the UNC campus is limited and is not guaranteed with a reservation. Do not park in any landscaped or restricted area. Reservation of the Forest Theatre parking lot (~13 spaces) or the Park Place Lot should be arranged separately through UNC Parking Services at (919) 962-3951. Call UNC Parking Services for additional campus parking information.

8. Alcoholic beverages are prohibited at Forest Theatre and Battle Park.

9. All equipment and materials should be placed on dry solid ground. Tents are not permitted. Any equipment, materials, props, tools, etc. left on site for more than 30 days, becomes the property of Forest Theatre.

10. Amplification must be pre-approved.

11. The use of fire (candles, sparklers, lanterns, etc.) is strictly prohibited.

12. There are no rain shelters. A rain date for your event is suggested.

13. Party will be responsible for cleaning up all trash and recycling from the event. Please use the garbage and recycling receptacles on site.

14. It is strongly recommended that potential production coordinators visit the site and meet with the Forest Theatre manager to review the physical accessibility of the seating and stage.

15. All matters not expressly herein provided for shall be in the discretion of the Forest Theatre Manager.

16. The Reservation Party agrees to hold harmless the University of North Carolina and must sign an agreement as such.

September 29, 2012