



Appalachian Theater Performance Facility Policies & Procedures



Appalachian Theatre Auditorium, Community Room and Lobbies



Venue: 559 West King St
Mailing: PO Box 11 DTS
Boone, NC 28607
828.865.3000
www.apptheatre.org

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Welcome to the Appalachian Theatre

The independent nonprofit, Appalachian Theatre of the High Country (ATHC), operates the historic Appalachian Theatre. Located in the heart of downtown Boone, North Carolina, the venue underwent an extensive \$10 million renovation and reopened to the public on October 14, 2019 as a state of the art performing arts center serving High Country residents and visitors.

Rentals are typically reserved 6-12 months in advance in order to secure preferred dates. We make every effort to accommodate your organization's request.

This handbook provides an overview of the Theatre's rental policies, venue operations, capabilities and limitations--all of which are subject to change. Rental groups are responsible for abiding by these policies.

The objectives of these policies are:

1. To assist our renters and event planners in executing high quality events
2. To ensure patrons have a safe and enjoyable experience
3. To be good stewards of our resources which include the Theatre's staff, equipment and facilities

Outstanding events begin with thoughtful planning and clear communication. Please review this information and contact us with questions. We look forward to working with you!

~ The Appalachian Theatre Staff

Contacts

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Hours of Operation

Administrative Offices are open from 9:00 am to 5:00 pm Monday through Friday.

Venue Capacities*

Appalachian Theatre.....629
Community Room.....110 (Theatre seating configuration); 80 (Table configuration)
Theatre Lobby.....100 standing

*Capacity limits are set by the Fire Marshall and cannot be exceeded.

Standing room is not permitted in the performance facilities and extra chairs may not be placed anywhere in the house. Tickets may not be sold above the number the facility can accommodate.



Facility Reservation Process

A 60-day advance reservation is requested for Auditorium rentals. Returning renters may submit date requests following the settlement of each performance. The theatre is currently setting its schedule for the upcoming season 6-9 months in advance.

Reservation requests are evaluated using the following priority levels:

1. Appalachian Theatre in house events
2. Major venue user groups
3. Returning venue user groups
4. All other requests

To reserve space at the Appalachian Theatre:

1. Visit the Appalachian Theatre website (apptheatre.org) and review fees, policies and technical specifications of our performance facilities.
2. Complete a Venue Request Form to request your event date. Submission of the request form does not reserve a space.
3. A staff member will review the request and send an email notifying the applicant of the status of their request – confirmed, if conflicts exist, or if more information is needed.
4. If approved, applicants may secure their date by forwarding a non-refundable deposit of \$150 per rental day for use of the Theatre or \$50 per rental day for use of the Community Room. The deposit will be applied to the final bill.
5. A Theatre staff member contacts the applicant to review technical needs, fees and provide an estimate.
6. The applicant confirms approval of the estimate.
7. The Theatre generates a rental agreement/contract outlining details of the services to be provided and estimated rental and technical fees.
8. For first-time renters, a production discussion, via phone, Zoom or in person, will be scheduled to discuss production and event needs. Additional production meetings required by the renter will incur additional fees.
9. The rental applicant will receive a confirmation email with an attached contract or DocuSign link, and link to the venue's rental policies. Applicant should sign and return the contract and provide the remainder of the 50% deposit by the due date. Events must be approved, contracted and deposit(s) paid before any event advertisement may begin.
10. One month prior to the first scheduled use day, a certificate of insurance for \$1,000,000 General Liability insurance listing Appalachian Theatre as Additional Insured is due to the Theatre's Finance Manager.
11. All deposits must be paid-in-full prior to the event day.
12. Within 10 business days after the completion of the event, the Theatre will submit a reconciliation of the event which will either invoice renters for balance of rental and technical fees plus any additional charges or refunds or show what refunds are due. All fees are due and payable to Appalachian Theatre within 30 days of completion of the event.

Event scheduling policies:

1. The schedule for payment of all estimated expenses is detailed in the event contract. Failure to meet deposit payment or insurance due dates may result in event cancellation.
2. The Appalachian Theatre management reserves the right to deny any request. Requests for venue dates will not be accepted from an entity not in good standing or anyone under the age of 21.
3. Prior to receiving the renter's signed rental agreement and scheduled deposits, a second party may challenge the renter's holds on venue dates. The renter will be notified and will have four business days from receipt of the notification to return the signed rental agreement and deposits.



Event Planning Checklist

- Renter completes an ATHC Venue Request Form, available at <https://www.apptheatre.org/rentals>
- Renter receives confirmation email
- Renter submits non-refundable deposit to hold date(s)
(Theatre: \$150 per rental day / Community Room: \$50 per rental day)
- Renter receives estimate
- Renter confirms and approves estimate
- Renter receives rental agreement/contract via DocuSign
- Renter submits signed contract including ticketing specifics and remainder of 50% deposit by due date
- Theater places tickets on-sale / Marketing may begin
- Theater schedules production discussion or meeting
- Production meeting with ATHC team includes:
 - Box Office needs (staff, accessibility needs, ticket pricing and discounts)
 - Front-of-House staffing needs
 - Catering or other vendor arrangements
 - Load-in and load-out times
 - Sound, lighting and projection requirements
 - Technical staffing needs
 - Renter technical representative requirements
 - Additional plans
- 30 days before first rental day: Renter submits Certificate of Insurance to Theatre Office
(\$1,000,000 in General Liability coverage listing Appalachian Theatre as Additional Insured)
- 30 days before first rental day: If renter is employing contractors, renter submits a valid business license and proof of insurance in the form of a certificate of insurance to the Theatre Office
- Theater sends balance of payments for all rental fees and actual expenses 14 days following your event
- Renter receives final settlement or invoice

NOTES:



Facility Access and Event Scheduling

Facility Availability to Renter During Contract Period:

1. Renter venue access is limited to the scheduled times listed on the approved Rental Agreement and for scheduled on-site planning meetings with Appalachian Theatre staff. Changes to times must be submitted in advance to an ATHC staff member.
2. Performers and tech crews should enter the theatre through the following entrances:
 Auditorium events: Through the stage doors at the loading dock (accessible via Howard Street).
 Community Room events: Through the Theatre Office stairs or Lobby entrance.
3. Appalachian Theatre lobby doors are locked daily at 3 p.m. and are open two hours prior to event start.
4. Events held at the Theatre should not disrupt other theatre business or simultaneously scheduled events.
5. Delivery and pickup of event related equipment, set, props, and/or costumes should be scheduled during the rental period with strike and load-out occurring immediately following the performance. Property left after a 48-hour period will be disposed of or utilized at the theatre’s discretion.
6. Storage closets are for sole use of the Appalachian Theatre. The Theatre is unable to provide tools, construction materials, scenery, props, costumes or storage.

Facility Availability to Others During Contract Period:

Should a renter event skip days or only use the space a portion of a day, the Theatre reserves the right to schedule the venue for another non-conflicting use. The cost to restore the venue to base condition will be the responsibility of the producer of the added event.

For your rental period, the Appalachian Theatre needs an event day schedule:

The Event Schedule Worksheet	Activity	Time	Notes/Other Activity/Deliveries
	Load-in of renter’s equipment into the building		
	Setup of equipment, focus lights, run sound		
	Artist/Performer arrival Promoter/Renter representative arrival		
	Deliveries - Caterer/Florist/Programs		
	Run-thru/Rehearsal		
	Soundcheck		
	Doors Open to Public (30 minutes before curtain)		
	Showtime		
	Intermission (usually 15 minutes)		
	Second Set/Act		
	Strike & Load-out of renter’s equipment		
	Caterer/Florist/Vendor cleanup		
	Venue closes		



Billing - Base Rent & Staff Charges

Base rent covers a portion of the cost of using and maintaining the equipment, facility and applies during your physical presence in the building. The rental charges start with load-in of costumes, props or equipment and ends with load-out.

Before you arrive and load-in your equipment, theatre staff adjust sound, staging, curtains and lighting in preparation for your event. Renters are not charged base rent during this advance preparation. However, staff charges will apply.

Renters are financially responsible for all services provided on their behalf. Estimates are provided based upon the information provided by the renter. A final bill will be prepared reflecting the actual goods and services provided. Additional services or spaces used that are not part of the original agreement shall be billed accordingly on the final invoice.

Labor rates apply whenever our stagehands or house staff perform services necessary for the event. Crew size, call times and duties assigned are determined by the Technical Director and theatre management. Only approved personnel may operate Appalachian Theatre equipment.

Base Rental Rate: Includes use of the designated rental space(s) which may include restrooms, dressing rooms, lobby and backstage areas during the contracted rental period for approved activities. Available stage lighting and installed house PA, chairs, tables, available volunteer ushers and general custodial. Equipment and spaces must be requested before the event is contracted.

Additional fees apply: Labor, piano, pit, wireless mics & stage supplies (gels, tape, tie-line, batteries), storage of equipment outside contracted rental period and security, nonstandard box office and custodial and COVID related supplies/services as determined by Management. Administration fees will be applied for day-of and last-minute requests that utilize employee resources or materials. Equipment inventory is subject to change. Renters are responsible for paying for equipment rental for items the Appalachian Theatre is unable to provide.

Performance vs Rehearsal Rate: Performance rental rates apply to any event with an audience and provides for one attended event. Rehearsal rental rate applies to any other use for the renter's event, including but not limited to: deliveries, load-in, installation, configuration, programming or cueing of any equipment, rehearsals, strike and load-out. If the venue is rented at the rehearsal rate, only authorized personnel for the renter and Theatre are permitted within the venue. If an audience of any kind is present, the performance rental rate applies. This includes open dress rehearsals.

Non-profit and Institutional Rates: Discounted rates for authorized charitable organizations are provided with valid proof of 501(c)3 tax status from the federal government. Charitable organizations with a 501(c)3 status and an annual budget under \$5 million will be billed at the discounted "Nonprofit" rate. Charitable organizations with a 501(c)3 status and an annual budget over \$5 million will be billed at the discounted "Institutional" rate.

Important requirements: An initial \$150/\$50 deposit per day is required to hold a rental date. Estimated costs must be paid in advance of the event. Check the [Schedule of Rental Fees](#) for a listing of specific charges for labor, services and equipment use. Mail should be addressed to: PO Box 11 DTS, Boone, NC 28607. Utilize the venue address when dropping-off payments or paperwork in person.

Liability, Damages and Cleaning

The renter assumes full responsibility for the character, acts and conduct of all persons acting on its behalf. Appalachian Theatre is not responsible for any losses or injuries suffered by any person as the result of facility rental and/or activities of the rental organization.

1. A Certificate of Insurance showing general liability insurance with a combined single limit of \$1,000,000 is in effect throughout the lease term, naming Appalachian Theatre as Additional Insured must be provided 30 days before the first event date. Renter assumes all costs of licensing and permits necessary to use copyrighted music, video or images.

2. A Certificate of Insurance and valid business license is required for subcontractors operating Appalachian Theatre equipment.
3. Renters are financially responsible for all damage caused in connection with the rental event. Payment for any damages may be through an insurance claim or by billing the renter directly. A damage deposit may be required prior to the agreement of the lease.
4. Additional cleaning expenses incurred as a result of rental events will be reflected in the final bill. Any expenses will be deducted from deposits.
5. Renter is responsible for remitting any applicable NC Sales tax for ticket or merchandise sales.
6. Renters are responsible for securing the necessary rights, permissions and licenses related to any audio or video recording and any associated costs.

Safety and Security Policy

The following policies must be followed to ensure the safety of Theatre crew, rental artists and patrons.

1. Activities that block or obstruct access aisles or any doorway (in the theatre, lobby or backstage) violates fire laws putting patrons at risk and are not permitted.
2. All cables in public areas must be taped down with approved gaff tape.
3. If a "highly mobile" audience is expected (i.e. families with children, award ceremonies,...), a house light level of at least 20% light is recommended.
4. Performers or crew under the influence of alcohol or drugs are not permitted on the premises.
5. Technical Director reserves the right to require a fight or safety call for live actors prior to their performance.
6. Candles, open flame, flash pots or pyrotechnics may not be used anywhere in the facility. Use of theatrical foggers, hazers and smoke machines must be approved in advance by the Technical Director.
7. The Theatre retains the right to interrupt or terminate any performance in the interest of public safety or due to violation of the terms of the agreement.
8. Renters must comply with all safety standards (i.e. OSHA) and ensure that attendees abide by generally accepted safety practices to reduce injury or harm to persons or Appalachian Theatre property.
9. Weapons, firearms, tobacco, vaping, or smoking are not permitted anywhere inside the facility.
10. Fire escapes are for emergency egress only and loitering on them is not permitted.
11. Outside doors may not be propped open at any time.

Service Animals

Trained service animals are permitted on site and management should be notified if they are expected. Handlers/owners must confirm the following:

- 1) The animal is a Service Animal required for a disability.
- 2) What work or task the animal has been trained to perform related to the individual's disability.

Service Animals must be well behaved, remain under the control of the handler/owner at all times, and may not be left unaccompanied. Emotional support animals or pets not deemed service animals by the Americans for Disabilities Act are not permitted within the venue.

Food, Beverages and Catering

Renters must secure prior approval from Theatre Management before utilizing an outside food service vendor.

General Policies:

1. Appalachian Theatre reserves the right to provide, sell and retain all receipts for food and beverage sales.
2. The serving of ANY food or drink must be approved in advance by Appalachian Theatre Staff.
3. The serving, sale or use of alcoholic beverages is prohibited without advance permission. If approved, the Appalachian Theatre must provide bar services which are limited to beer and wine.
4. Novelty food machines must receive prior permission from Management (ex: Snow Cone Machines, Chocolate Fountains)
5. Damages or additional cleaning resulting from food and beverages will be the financial responsibility of the renter.

Tape, Signs and Decor

1. The use of tape or fixatives on the walls, furniture or fixtures is prohibited.
2. Renters may request easels to display posters or signs. These items should be requested in advance of the day of the event.
3. Furniture, lobby artwork and displays may not be moved, covered or altered.
4. Glitter, confetti, spray-on makeup, body paint and glitter paper may not be used inside the performance facilities. In the event these items are used in the theatre, additional cleaning fees will apply.

Camera Crews/Video and Audio Recording

The Technical Director must be notified in advance of any equipment placed in the theatre, such as video or sound equipment. Equipment must be safely set up at least 1 hour prior to showtime in an approved position before the house opens.

For live broadcast events, the schedule must include sufficient time for rehearsal and for camera crew set-up within the facility. Lighting adjustments for film may be necessary. Additional labor fees may apply.

Production Needs

A working script is an important tool for ensuring productions run smoothly. A working script includes:

- A written program order of the event/production
- Notes on who will be on-stage and their activities, crew needs and equipment.

This information should be provided at the event production meeting. If contracting with a performer, provide their technical rider or contract to the production meeting. Our Technical Director (TD) will use these notes and rider to determine the specific needs of your rental event.

Set-up Times and Crew Calls

Load-in, set-up, sound check and load-out time must be considered in addition to actual performance times. Our stage crew is required to have a meal break every six (6) hours, with a minimum 4-hour call. In conjunction with your event's Technical Representative, our TD will set the size of the crew and call times. The minimum crew size is three backstage technicians.

Stage Lighting

The theatre house rep plot provides a full stage wash that can be programmed to be a variety of colors. Changes may be made to this layout, but large or highly specialized light plots mean higher staff (and renter) costs. A lighting plot with all pertinent information must be submitted at least 30 days prior to the event. Special lighting effects must be discussed when the lighting plot is submitted.

Any special orders of gel or gobos should be requested in advance and the renter will be billed accordingly.

Lighting design services are billed at the Designers rate.

Sound

Your event's technical representative and our TD will work together to plan for the most appropriate sound enhancement for your event. **A sound check at least 45 minutes before doors open is recommended.**

Sound files or audio media should be submitted in advance to confirm compatibility. Digital audio files such as wav, aac, aiff, caf, m4a, mp3 and mp4 are preferred and can be loaded directly onto our MacMini which runs QLab 4 software. External audio devices (including laptops or other computers) may be used so long as they have an 1/8" or 1/4" TRS (headphone jack) or XLR output. CDs or mp3 discs may be used, but not preferred. All mixing, dubbing, or editing is to be prepared prior to the event.

The Appalachian Theatre reserves the right to control all sound levels involved with any rental or production and will be monitored with decibel meters as required by OSHA.

Video/Projection

Requests for AV services must be included in your initial request. **It is important to let us know if your video presentation needs sound amplification.**

Projection

Front projection capabilities exist in the Theatre. Send a link to your video media in advance to the Technical Director to ensure that it is compatible with our system.

For film screenings, it is advisable to schedule a screen test prior to the date of the event of the film or video media to confirm compatibility and adjust aspect ratios and sound levels. **Apple products require advance discussion with the ATHC Technical Director and the renter to provide an appropriate adapter to plug into our equipment.**

Scenery

List and describe any scenery, drops or objects to be used in your presentation. If curtains need to be transferred or removed, additional time and crew is required. It is the responsibility of the renter to ensure all scenery is stage ready, flame retardant and **will fit in the backstage elevator for load-in/load-out.**

Oh, By the Way

Will you need: a piano? wardrobe assistants? chairs? podium? confidence monitor?

It is difficult to procure last minute items. A few last-minute items that renters often forget:

- Extension cords (2 – 10' cords w/power strips included with your rental)
- Photocopies
- Pens
- Sharpies
- Table tents
- Name tags/lanyards
- Paper clips
- 1/4" plugs or cables, adapters for phones
- Phone chargers & charging blocks
- Tape
- Clipboards
- Shirt hangers/displays
- Additional wardrobe racks (2 are provided)
- Easels
- Raffle tickets
- Donation bins
- Items & paper goods for your group's backstage hospitality

You will be billed accordingly for any added office supplies, administrative services or technical equipment.

Production Policies

Communicating accurate event details in advance is the best way to ensure the quality of your event. Requests for technical needs and artist riders are due 30 days prior to the event.

1. Stage setup must be approved by the ATHC Technical Director.
2. Any items or units to be flown and all rigging must be approved by the ATHC Technical Director. The Appalachian Theatre Management reserves the right to refuse to hang or fly anything deemed unstable or unsafe. Rigging may only be performed by trained Appalachian Theatre personnel or qualified persons approved in advance by the Technical Director.
3. Only gaff tape may be used on the stage floor or to tape down cables. Duct or other tape is not permitted.
4. The loading dock garage door may only be operated by an ATHC staff member and should remain closed and locked when not in use.
5. Once load-in/load-out is complete, doors may not be propped open.
6. A limited number of items (risers, personnel lift) may occasionally be stored in the staging area when full use of the stage is required. These items do not obstruct safe passage and should not be tampered with by renters. Wing space is limited on stage right so large scenic elements and props should be stored in the stage left wing.
7. No gum, food or drinks are permitted on stage other than bottled water. Food props necessary for performance must be approved by the ATHC Technical Director.
8. Shoes with metal taps may not be worn inside on site restrooms.
9. Items may not be pinned, hooked, taped or stitched to the curtains or pipe and rafe. Use of curtain clips or theatrical trick line may be used to adjust or “swag” curtains if approved in advance by the ATHC Technical Director.
9. Renters must provide the ATHC Technical Director with a list of the props or set pieces that will need to be powered, if and how they will be attached to the stage floor, and whether they will be moved during the show.

Staffing your Event

The Appalachian Theatre staff must be present whenever the venue is in use. **A designated representative from the sponsoring/renting organization must be onsite when the facility is open to users or the public.**

Important Roles:

ATHC Technical Director (TD) -

This position functions as the facility manager. TD is the contact for all technical requirements and hire staff to run rental events. The TD is responsible for pre-show crew supervision, organizing lighting pre-hang, locking and unlocking doors and monitoring major theatre operating systems (heat, a/c, sound, lighting). In conjunction with the Renter's Technical Representative, they determine technical and staffing needs. The TD is included in the rental fee, unless required to fill a show crew position.

Renter's Technical Representative (TR) - THIS POSITION MUST BE FILLED BY THE RENTER

When the contract is signed, you must identify an ATHC approved TR to serve as liaison between the presenter/producer, the performers and the ATHC TD. They are responsible for providing the TD with lighting plots, cue sheets, masking needs, technical specifications, sound requirements, program schedule, et al. Typically, the TR supervises the running crew, may serve as the Stage Manager and must have decision-making authority on behalf of the renter. The TR must be available during pre-hang, focus, load-in, performances, and load-out to ensure renter's desires come to fruition.

ATHC Production Crew Glossary

Stage Manager: Responsible for coordinating the actors, stage, sound and lighting cues. The renter Technical Representative may serve in this position or it may be filled by the Theatre.

Lightboard Operator: Responsible for setting stage and house light levels, coordinating lighting changes and running the lightboard during all rehearsals and performances. This position is filled by the Theatre.

Sound Engineer: Handles all sound reinforcement including setting up microphones/monitors, operating the soundboard during the show as well as backstage and house communications. For larger performances with multiple musicians or singers, an additional Monitor Engineer may be recommended to adjust sound levels on stage. This position is filled by the Theatre.

Video Engineer/QLab Operator: For events with sophisticated sound and video cues, a specialized QLab operator may be required set the timing, adjust automated transitions, and trigger the sound and video cues during rehearsals and performances. Per the discretion of the Technical Director, the renter may provide a person to run the QLab software during the event if they are solely dedicated to that role.

Stagehand: Stagehands assist with load-in, setup, and load-out of the renters' production equipment, costumes and set pieces. They assist the Sound Engineer and Lightboard Operator with setting up and adjusting lighting and sound equipment. During the performance, a stagehand may be needed to move set pieces, curtains, props, musical instruments, microphones and sound equipment as well as assisting the Stage Manager in coordinating performer entrances/exits and scene transitions. This position is filled by the Theater unless provided by the renter.

Staffing Policies:

1. All backstage positions utilizing ATHC equipment are staffed by ATHC crew. After reviewing event requirements, the ATHC Technical Director will determine the minimum number of personnel required in each area, call times and duties assigned.
2. Renters may need to provide front of house ushers to assist with seating patrons.
3. Any production staff provided by the renter must be deemed qualified by the Technical Director.
4. The ATHC reserves the authority to decline or modify any order or direction issued by the renter, its employees, or its contractors if facility, staff or patron safety is a concern.

Ticketing Your Event

- **The Appalachian Theatre Center recommends Reserved Seating for audiences over 400**
- **General Admission ticketing is limited to 90% of venue capacity**
GA Capacity: Appalachian Theatre = 520
- **Overselling the house or sale of standing room tickets is not permitted.**
- **Theater capacity includes 7 ADA compliant spaces.**

The Appalachian Theatre Box Office is the sole ticketing provider for events in the theater or community room.

Using The Appalachian Theatre Box Office:

The ATHC Box Office provides ticketing services for all ticketed theater events and utilizes ETix, a computerized ticketing software as our inhouse computerized ticketing system featuring high-speed ticket printers and reporting. The ATHC provides Box Office services during regular Box Office hours (T-F 11 a.m. to 3 p.m.) and show night (two hours prior to showtime until 30 minutes after show start.) Expanded hours can be negotiated the week prior to show date. Applicable NC Sales Tax on tickets sales will be collected and remitted monthly on behalf of renters. Renters may request blocks of tickets for consignment sales.

The ATHC Box Office can begin selling your tickets three months prior to a contracted event if appropriate deposits have been submitted. Patrons may purchase tickets by phone, mail, fax, online or in person by using cash, check or charge (Visa, MasterCard or American Express). There is no service charge to the customer for walk-up ticket sales at the ATHC Box Office window. A service charge to the customer does apply for all phone and web orders which are set by Etix and retained by the respective ticket service provider. All ticket sales are final with no refunds.

All ticket revenues collected by ATHC must be retained until the conclusion of the event. Ticket revenue is applied to the final rental bill and renters are either billed for the discrepancy or issued a check for any overage.

ATHC maintains its website at www.apptheatre.org where it provides a calendar event listing and website link for your rental event.

To setup ticketing the Renter completes the ticketing form provided in your contract, and:

1. Communicates with the Patron Services Manager to discuss ticketing needs and, if needed, additional box office hours.
2. Submits up to five lines of copy to be printed on the tickets and determines discounts
3. Requests complimentary tickets in advance of event day.

Helpful Information for Your Patrons and Performers

A full list of venue policies for visitors may be found on our website: <https://www.apptheatre.org/venue-policies>

Parking

1. Parking is not permitted for audience members in the loading dock area or along the alley directly behind the building at any time.
2. Renters are encouraged to use the maps and directions on the Appalachian Theatre website to help their patrons with wayfinding.

Appalachian Theatre Box Office

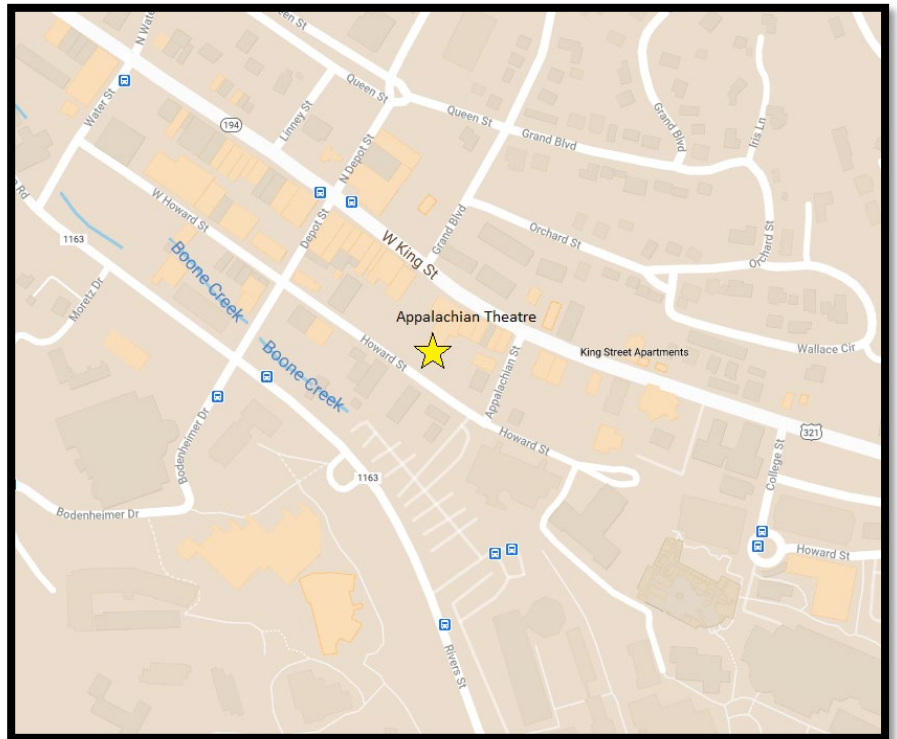
www.apptheatre.org

828.865.3000

Directions to Appalachian Theatre

Appalachian Theatre
559 W King St
Boone, NC 28607

Loading Dock Parking:



From points East (via US 421)

- Take US 421 West through Wilkesboro, NC
- Once in Downtown Boone, Turn Left on Appalachian St
- Turn Right on Howard St
- Loading Dock is on Right Hand Side

From Points South (via US 321)

- Take US 321 North through Blowing Rock, NC
- Turn Left onto King St (US 421)
- Turn Left on Appalachian St
- Turn Right on Howard St
- Loading Dock is on Right Hand Side

From points West (via US 421)

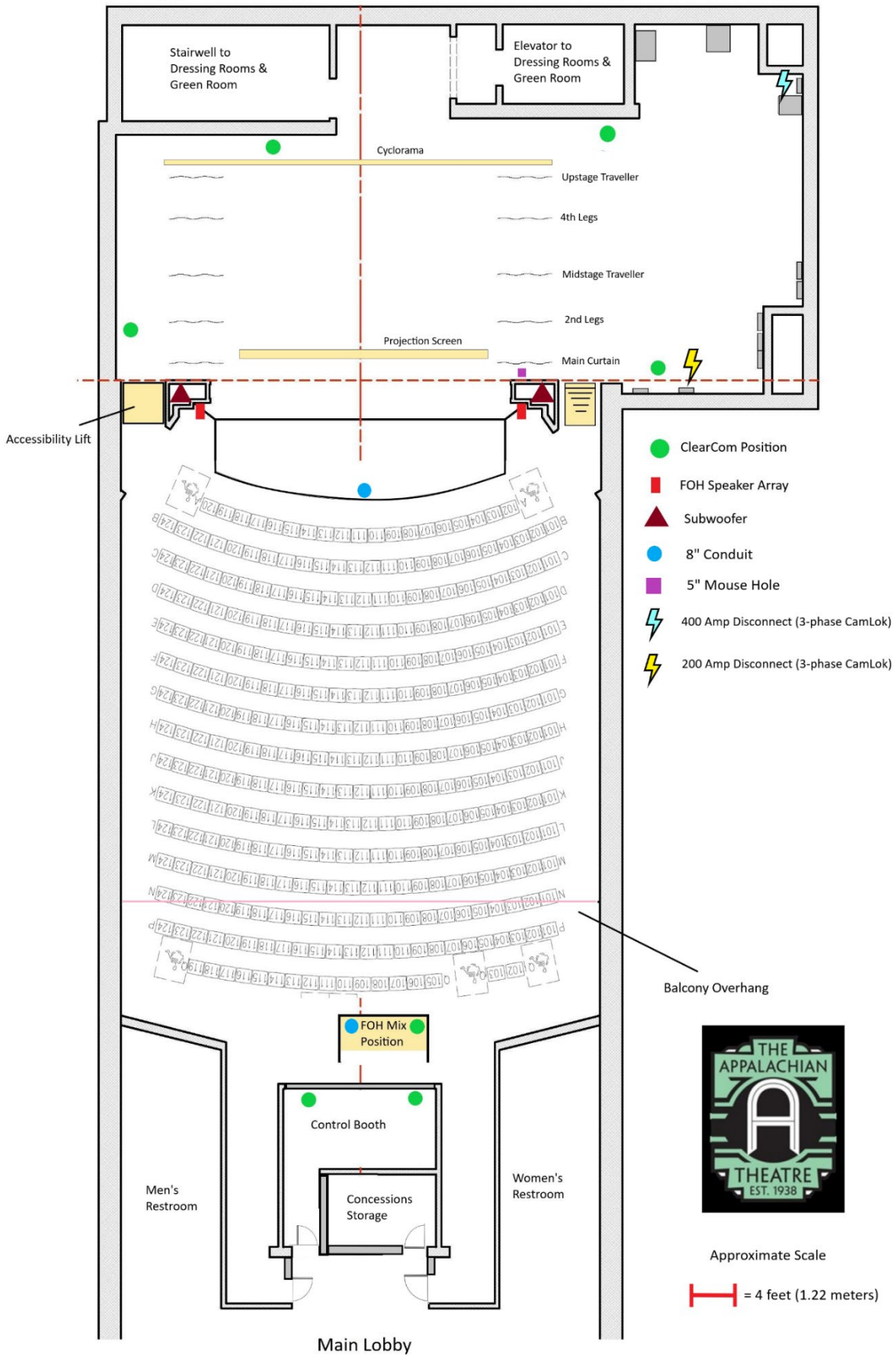
- Take US 421 East from Tennessee border
- Once in Downtown Boone, Turn Right on Appalachian St
- Turn Right on Howard St
- Loading Dock is on Right Hand Side

***Between Lenoir, NC and Blowing Rock, NC there are some very steep and curvy sections of US 321, particularly closer to Blowing Rock. Sudden adverse weather events such as heavy fog, wind, and rain/sleet/ snow can cause dangerous travel conditions. Please be cautious and consider an alternate route during severe weather events.**



Loading dock facing North from Howard St

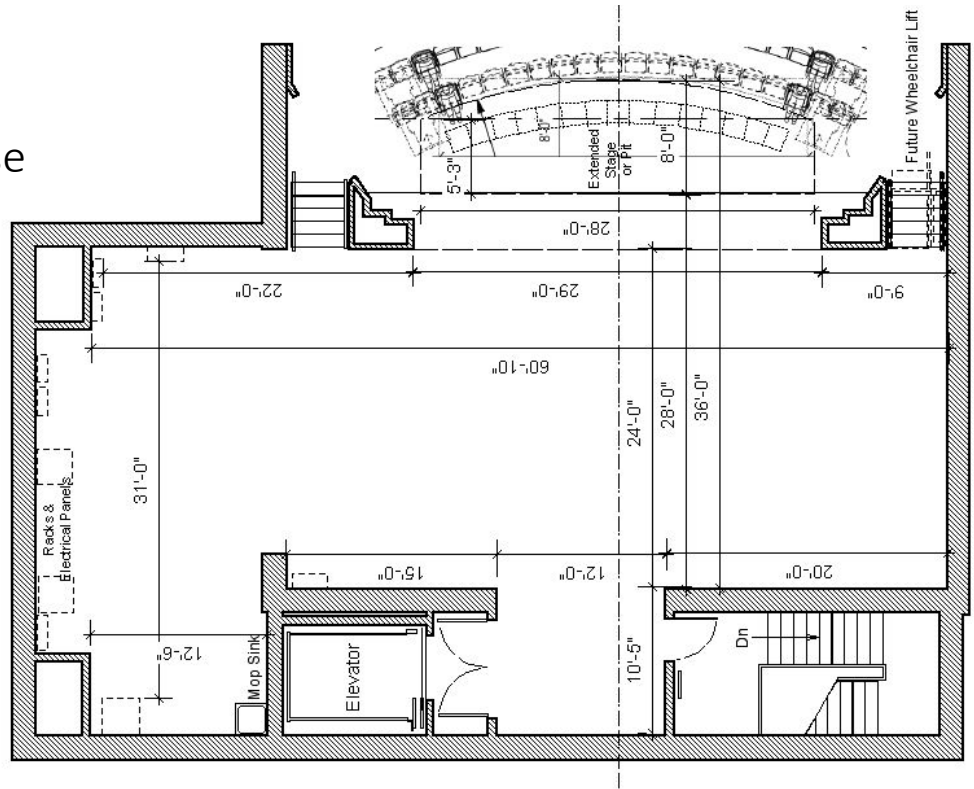
Appalachian Theatre Diagrams



Orchestra Level:

Stage/Apron

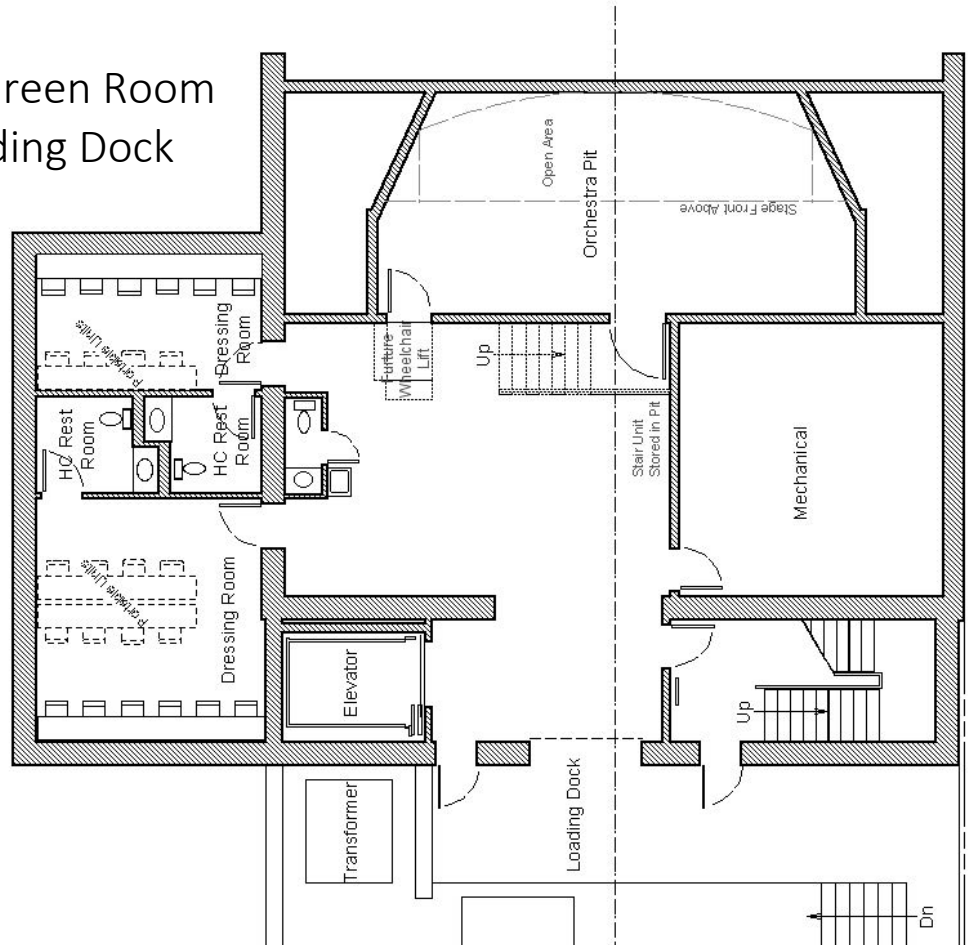
Stair & Lift to House



Basement Level:

Dressing Rooms/Green Room

Orchestra Pit/Loading Dock



Second Floor:

Community Room/Elevator Lobby
Rest Rooms/Mezzanine

