



Event Guidelines

Welcome to the Market House Theatre! Please review the following guidelines for use of the facility. Any change from the guidelines must be agreed on before signing a rental contract. If you have any questions, please contact the Facilities Manager at (270) 444. 6828 ext. 107.

General

- Market House Theatre requires a staff member to be present for all events. A staff member will check in with you periodically during your event. Please contact them if you need any assistance.
- For all rentals that occur after 4 PM or anytime on weekends, a four hour minimum rental is required. For all rentals occurring between 8 AM and 4 PM on Monday through Friday, a two-hour minimum is required. For rentals that go beyond 10 hours, a full day rate is charged.
- The Market House Theatre is a smoke free facility. Smoking is not permitted anywhere on Market House Theatre property as per the City of Paducah Ordinance.
- No weapons of any kind are allowed on the property. Stage weaponry must be approved by Market House Theatre management.
- Performances or events with open flame or pyrotechnics are not permitted.
- Performances or events that include nudity are not permitted.
- The use of any stage equipment owned by the Market House Theatre must be approved by management before use. There is a list of items that can be rented for an additional fee.
- **Events that take place in the Event Building must conclude by 9 PM. If an event needs to go past 9 PM, the apartments above the space must also be rented for the night of the event.**

Catering and Alcohol

- **No alcohol can be served to persons under 21 on the premises. Doing so can result in the removal of those minors or the Market House Theatre ending the event without refund.**
- The Facilities Manager will work with you and your caterer on the details of the event regarding the room setup, access to the facility, and clean up.
- All table linens, plates, glasses, utensils, service items, etc. will need to be provided by you or your caterer. The Market House Theatre will provide tables and chairs on a first come, first served basis.
- No cooking is allowed in the facility. Outside cooking such as a barbecue may be possible in some circumstances with prior arrangement.
- No alcohol can be served during an event that sells tickets to the public due to local and state laws unless an alcohol license and insurance is obtained through the theatre beforehand.
- There can be no alcohol, even if it is brought in by guests (BYOB), at an event that has advertised to the general public (tickets, posters, ads, etc.)

Decorating and Cleaning

- All spaces include access to house lights, and tables and chairs on a first come, first served basis.
- Tables and chairs are available at no additional charge to the renter on a first-come, first-served basis. Chairs, tables, and other set-up might have to be rented if all of the house furniture is in use. The theatre has approximately 19 round tables, 15 six-foot rectangular tables, 12 eight-foot rectangular tables, 12 four top tables, 8 stand up cocktail tables and 160 chairs. The renter is responsible for set up and take down of tables and chairs.
- **All spaces are supplied in a neutral position and the renter is expected to return the room back to that neutral position after the event has ended.**
- The facility is only available during the times agreed upon during your contract. If you are in need of early access, you must first make special arrangements with the Facilities Manager.
- The Market House Theatre does not make provisions for early rehearsals (pre-performance rehearsals, wedding rehearsals, etc.).
- No décor must block exits, aisles, or hallways due to fire codes. All safety matters will be resolved by the decision of Market House Theatre management.
- The following items will not be permitted when decorating the walls, floors, ceiling, or stage: bolts, screws, nails, staples, duct tape, electrical, tape, or glue. No glitter or confetti is allowed on the tables or the floors. There is no ironing on tables belonging to the Market House Theatre.
- Rice and bird seed may not be thrown inside of any of the facilities. No sparklers will be allowed in the buildings.
- Only candles in enclosed glass and pre-approved by the management will be allowed.
- Painting of signs or decorations is not permitted inside the facilities.
- The Market House Theatre does not provide labor for moving or hanging of decorations or other material in or out of the facility. It is best to provide your own ladders, extension cords, etc.
- The renter is required to do basic cleaning (removal of trash, removal of decorations, etc.). The Market House Theatre is not responsible for items left at the facilities after the event has ended. Additional fees will be charged for damages or extraordinary cleaning.

Audio Visual

- The Market House Theatre has limited sound and lighting equipment that comes with the cost of renting the facilities. You can bring in additional equipment or rent it from an outside provider.

DJ or Band Setup

- The Facilities Manager will work with you on the best location for a DJ or band to set up. There will be no charge for use of standard electrical outlets.
- Most of the facilities allow room for a dance floor space.