400 Newkirk Road, Richmond Hill, ON L4C 3G7

The Curtain Club Charity Night

Guidelines for the Performance

This document outlines the expectations once your group has been approved to participate in a Charity Night at The Curtain Club. Please share this information with your group attendees.

Our expectation is that you will fill the number of seats that you were allocated. Failure to do so, may impact your organization's ability to participate in a future Charity Night. If you are having difficulty meeting this requirement, please advise our Charity Night Convener at least 2 weeks prior to the performance to enable us to reallocate these unused tickets to another charity.

Due to current York Region Health, LCBO and Smart Serve regulations, all food and beverages must be purchased from our coffee bar. Due to York Region Health regulations, outside food is prohibited.

The coffee bar serves beer, wine, soft drinks, lemonade, coffee, tea, bottled water, chocolate bars, ice cream and snacks. Method of Payment is **cash ONLY;** bottled water is permitted in the theatre.

You are expected to supply a ticket of entry, displaying your Charity Name, to each member of your group. You may hand them out at the theatre as your party arrives. Tickets will be collected by our volunteer as they enter the seating area.

The doors to the theatre and seating area will open at 7:15 pm. We offer General Seating.

At 7:55 pm, our Charity Convener will offer a welcome to the audience and explain the purpose of our Charity Night. Charities will not be identified publicly or be called upon to speak to the audience.

After the event you will be contacted by our Charity Night Convener to give us feedback about your experience or you may e-mail your feedback to charitynight@thecurtainclub.org

Other General Information

Photos And Recordings

The use of cameras and recording devices during performances is strictly prohibited.

Mobility Priority Seating

The front row of the theatre is designated Mobility Priority Seating for patrons who are unable to climb any stairs or who have to sit in wheelchairs while at the theatre. If you choose to sit in the front row, you may be asked to vacate that seat for a disabled person. If you are able to climb the steps, we ask that you consider sitting in another row and leave these seats vacant for disability use.

Scent-Free Theatre

Please be considerate of those in the audience who have allergies and/or multiple chemical sensitivities and refrain from wearing cologne, perfume or other scented products.

Electronic Devices

Cell Phones, beeping watches and even candy wrappers can be distracting for actors and audience members. Please turn off all electronic devices during the performance. These devices interfere with the internal communication system that we use to communicate between the booth and the backstage area.

Admittance/Re-admittance during the Show

For safety reasons and as a courtesy to all, there will be no admittance or re-admittance during the performance.

If you have any further questions or concerns, please contact *charitynight@thecurtainclub.org*
www.thecurtainclub.org

June 2026