



Hamilton Fine Arts Center Weapons and Firearms Policy

Intent to use stage weapons and firearms must be declared at least seven days prior to load in. An inventory of these items and where the inventory will be stored must be declared.

The HFAC enforces the standard Actors Equity rules for stage firearms and other weapons. A summary of the information may be found at http://www.actorsequity.org/docs/safesan/firearms_safety_tips.pdf. Because the theatre is on school grounds, we handle all weapons, including firearms and combat weapons (i.e. swords, martial arts-style equipment, knives, etc.) the same, requiring the property master to secure all of these items whenever performers are not actually performing or rehearsing. This means these items must be inventoried and removed from the stage immediately following a performance or rehearsal to be stored in a secured unit in a secured location.

In addition, signage will need to be displayed in the lobby entrance noting if audible firearms and flashes will be used. This information should also be displayed on the ticket page for the specific show.

The following information must be provided to the HFAC Coordinator no later than five business days prior to your load in:

- Inventory of items that will be onsite
- Location of where items will be stored when they are not in active use on the stage
- Name and contact information (phone and email) of the weapons handler for the show