



Full Capacity: 1,006

Folly Theater
300 W 12th Street
Kansas City, Missouri 64105
816-842-5500 main line
816-474-4444 box office line

<http://www.follytheater.org>

The Folly Theater is a non-smoking facility.

IMPORTANT SAFETY POLICIES

The safety of our clients, artists, patrons, staff and volunteers is our top priority. We will implement a thorough plan including best practices from venues around the region and the country to create a safer venue with respect to the COVID-19 outbreak. We recognize this is a fluid situation, and ask for everyone's flexibility and understanding as we all adapt to these new policies. We will endeavor to update our policies as often as recommended or required by governmental agencies.

We encourage those who are sick and/or symptomatic to stay home and remind everyone who plans to be on premise at the Folly Theater observe the established list of protocols.

Client's staff and volunteers agree to wear facial coverings at all times when on site and enforce performer social distancing, wearing of facial coverings at all times except when on stage actively rehearsing or performing. Client will provide a COVID symptom questionnaire to client's staff, volunteers and performers and agrees to send home anyone who is symptomatic.

All Folly crew, staff and volunteers are required to wear facial coverings at all times. Folly staff, crew and volunteers will be given a COVID symptom questionnaire prior to entry. Any symptomatic individuals or individuals answering yes to a screening question will be sent home. A full list of COVID policies and procedures is available upon request.



FOLLY THEATER RENTAL INFORMATION

Rates Effective July 1, 2022 - June 30, 2023

FACILITY RENTAL	
Commercial Rental	\$2,800.00
Load In & Rehearsal 4 hours or longer*	\$1,250.00
Load In & Rehearsal 4 hours on less*	\$900.00
Rush Rate (30 days or less)	\$3,000.00
Not-for-Profit Rental (501c3 or equivalent)	\$2,625.00
Consecutive Performance Day	\$2,350.00
Load In & Rehearsal 4 hours or longer*	\$1,000.00
Load In & Rehearsal 4 hours on less*	\$900.00
Rush (30 days or less)	\$2,750.00
Presenting Series Clients	\$2,500.00
Consecutive Performance Day	\$2,225.00
Load In & Rehearsal 4 hours or longer*	\$1,000.00
Load In & Rehearsal 4 hours on less*	\$900.00
Public Dance Company Performances	\$2,475.00
Consecutive Performance Day	\$2,225.00
Load In & Rehearsal 4 hours or longer*	\$1,000.00
Load In & Rehearsal 4 hours on less*	\$900.00
Private Dance Performances/Recitals	\$2,325.00
Consecutive Performance Day	\$2,050.00
Load In & Rehearsal 4 hours or longer*	\$1,000.00
Load In & Rehearsal 4 hours on less*	\$900.00
Educational Presenters	\$2,225.00
Consecutive Performance Day	\$2,000.00
Corporate Seminars/Business Sessions	
Full Day- Four hours or longer	\$2,800.00
Half Day- Four hours or less	\$1,600.00
Patron's Lounge	
Full Day- Four hours or longer	\$1,500.00
Half Day- Four hours or less	\$800.00
Post Show-	\$500.00
Pre Show-	Included, no additional rental charge
Lobby Rental	
Full Day	\$1,500.00
Half Day	\$800.00
Photography Session	
	\$500 first hour & \$100 each additional hour
Insurance listing Folly Theater as additional insured is also required.	

** Load in or rehearsal on Friday or Saturday (prime bookable days) are subject to higher rates. **

INSURANCE

Renter must provide commercial general liability insurance coverage in the amount of no less than one million dollars (\$1,000,000.00) covering claims for personal injury, death, or property damage occurring in or about the building resulting from the negligence or willful misconduct of Renter during the Engagement or any performance of the Event ("additional insurance coverage"). Folly Theater shall be listed as an additional insured and such additional insurance coverage shall be primary to any insurance coverage maintained by Folly Theater and any insurance coverage maintained by Folly Theater shall be non-contributory with such additional insurance coverage.

At the discretion of Folly Theater, Renter may purchase insurance through Folly Theater's Tenant Licensee Liability Insurance Program ("TULIP") for an additional fee. More information is available by contacting the Folly Event Manager.

STAFF HOURLY RATES

****Stage crew rates vary depending on a variety of factors, day of week, overtime, etc.****

LABOR: straight time	
Steward	\$31.76
Lighting/Sound/AV/Fly Head	\$30.66
Extra	\$29.56
Piano Tuner	\$150.00 per tuning
FRONT OF HOUSE STAFF (four hour minimum)	
Ushers/Hosts of the Theater	\$150.00 per performance or \$50.00 for theater host
House Manager (FOH)	\$21.50
Box Office Personnel	\$20.00
KCMO Off Duty Police (4hr min) & 1 hr admin	\$55.00
Event Security Manager & Event Staff	\$23.50 - \$25.00/hr Please discuss with Event Manager
Custodial	\$30.00/hr Please discuss with Event Manager
Bar Service	Please discuss with Event Manager

TECHNICAL IN HOUSE EQUIPMENT RENTAL

Folly 9' Concert Grand NY Steinway Piano	\$350.00
Harlequin Dance Floor (Traditional/Classical Ballet Floor)	\$300.00 first day, \$50 each consecutive day
Rosco Dance Floor (Modern Dance Floor)	\$200.00 first day, \$25 each consecutive day
Screen 19' x 24'	\$150.00
15K Lumen Projector	\$750.00 first day, \$1,125 (2) days \$1,875 (3+/week rate)
Front Fill/Speaker Stacks	\$450.00 per day
Choral Risers (9) in house multiple configurations available	\$250.00 each
Percussion Platforms (9) in house 4' x 8'	\$60.00 each
Wireless handheld (6), over ear or lav (6) mics	\$65.00 per day
Clear Com headset	\$65.00 per day Please discuss with TD.

EQUIPMENT RENTAL (OUTSOURCED)

Pricing for outsourced equipment not available on site will be determined by third party vendors.

55"l x 27.5"d Birch Laminate Tables (10) in house	\$15.00 *available for meetings only*

The Folly is not equipped to provide linen service beyond autograph and/or merch table needs in lobby.

EQUIPMENT RENTAL (OUTSOURCED)

Pricing for outsourced equipment not available on site will be determined by third party vendors.

IN HOUSE RENTAL EQUIPMENT RENTAL

Flat \$150 Presenting Clients \$100

The Folly is not equipped to provide linen service for private events. Please discuss these needs with your chosen caterer.

31.5" Low Top/High Top (6) available



30" High Top (6) available



60" Rounds (6) available

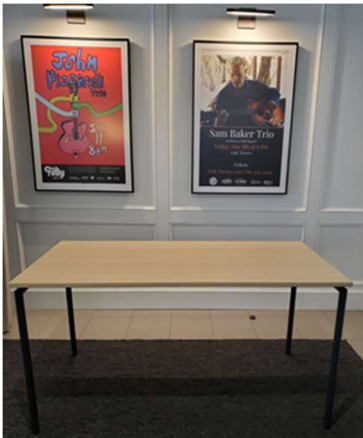


6' x 30" Banquet Tables plastic top (10) available



55" x 27.5" Board Meeting Tables
(10) available

Patron's Lounge meetings only



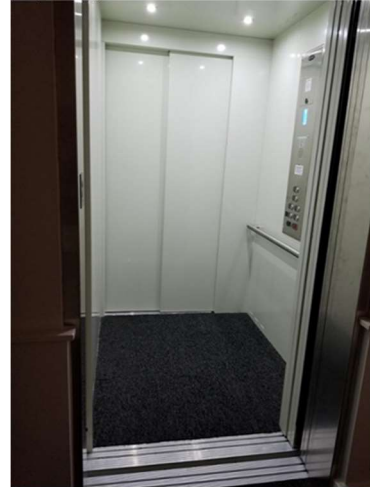
Armless Leather Chairs
(60) available



Garment Racks
(6) available



Elevator 54" x 48"
Occupancy Load: 8 adults / 1,400 lbs



MONITOR DISPLAYS

JPG format only, scaled 1920 px W x 1080 px H
Load to a jump drive and deliver to Folly Staff 5 business days in advance of event.
Client created, static image, load only, no additional charge.
Images created/created by Folly staff, additional charge may apply.

Box Office Monitor



Patron's Lounge Monitor



FOLLY THEATER FRONT OF HOUSE

PATRON'S LOUNGE 28' x 32'

AVAILABLE FURNITURE OPTIONS

Available Furniture Options

(60) armless leather chairs

(6) 30" round high tops

(6) 32" round low tops

(10) wood grained board meeting tables



Example: Lecture Set Up North View



Example: Lecture Set Up South View

PHOTO COMING SOON!

Reception Set Up North View

PHOTO COMING SOON!

Reception Set Up South View

Lounge Set Up North View



Lounge Set Up South View

PHOTO COMING SOON!

Dinner Set Up North View

PHOTO COMING SOON!

Dinner Set Up South View

PHOTO COMING SOON

Board Meeting North View

PHOTO COMING SOON

Board Meeting South View



EAST LOBBY 66' x 22'
 Access to Theater Orchestra Level/Balcony Seating
 (9) exit points to 12th Street
 (3) exit points to Central Street

 (4) 6' tables max on South Wall
 (2) 6' tables max on North Wall



WEST LOBBY 16' x 32'
 Main Entrances
 (1) Rotating Door
 (1) ADA mechanical door
 (1) Standard Door

 Access to Box Office/Main Bar
 Access to Restrooms/Patron's Lounge & Backstage



Brick Wall length 12 (2) 6' tables max



MEZZANINE BALCONY
 66' x 22' total space
 30' x 14' front of bar
 Mezzanine Bar
 Restrooms
 Dressing Room (if approved by Folly Staff)

RENTAL PROCESS

To begin the rental process, contact the Event Manager directly from the Folly Website and attach the rental request form (also available on the website). Please include as much information and preferred date as possible, in addition to a tech rider for the event, if available. Once received, the application will be reviewed and client will usually be contacted within five business days. If the event estimate is approved by Renter, a contract will be issued. Submitting a rental form is NOT a confirmation, nor is an estimate.

HOLD & DEPOSIT

While going through in the estimate process, the hold date(s) are tentative status only and are open to challenge until an initial (non-refundable) deposit is received. The first (non-refundable) deposit is \$1,000.00 (per day). A fully executed estimate AND contract are required on file along with first deposit to complete the reservation and confirm the event.

The second deposit, is the balance listed on the cost estimate and is due five business days prior to load in. Accepted forms of payment include business check, certified bank/cashier's check, money order or bank wire. Credit card payment is accepted and subject to a 4% bank fee. If the Folly is selling tickets on behalf of client, ticket sales will be held in escrow to cover the balance of the second deposit. Renter shall be notified ten (10) business days prior to event whether or not said second deposit payment, or any portion thereof, may be waived or whether a smaller deposit to cover any remaining balance shall be due.

REGARDING ESTIMATES & SETTLEMENTS

After the Folly Event Manager has received enough production details, including proposed event schedule, staff needs and technical requirements, an event estimate will be sent to the Client. The financial figures are estimates only, based upon information provided at the time the estimate is requested. Should it appear projected expenses may increase significantly, Folly will notify Renter to discuss. The final event settlement will be invoiced based upon actual event expenses as billed, including labor costs for actual hours/schedule worked and other services provided. If actual expenses are less than those in the cost estimate, the difference will be reflected on the final invoice.

ON SITE TOUR/PRODUCTION MEETING

Please note tours must be scheduled around both the Folly master performance calendar and work calls for staff and union crew. We will do our best to schedule a tour/meeting as quickly as possible. Please note our Tech Director works a variety of other performance venues in the region so while we will do our best to accommodate, we cannot always guarantee availability on short notice.

FOLLY DATE CHALLENGE POLICY

Should a Client require a particular date on the calendar and another Client has a first hold (tentative status) on the date, you have the opportunity to challenge the date. *To start this process, a challenging party must have already received a cost and labor estimate.* Notify the event manager of the challenge request by email. Upon acknowledgement of the challenge, the event manager will notify you as well as the primary Client that a challenge for their date has taken place. The Client listed as having the "first hold" has 48 business hours (business as defined as Monday – Friday) to submit by email a letter of intent to go to contract, along with a non-refundable deposit in the amount of \$1,000 (per rental day). Accepted forms of payment include certified bank/cashier's check, credit card, money order, or bank wire-transfer. Payments made by credit card are subject to a 4% bank fee.

In the event the Client with the "First Hold" fails to retain and secure the date as outlined above, the date shall be released to the Client who has challenged the date. Challenging individual or organization then has 48 business hours to submit by email a letter of intent to go to contract, along with a non-refundable deposit in the amount of \$1,000 (per rental day). Accepted forms of payment include certified bank/cashier's check, money order, credit card or bank wire-transfer. Payments made by credit card are subject to a 4% bank fee.

If challenging party fails to submit letter of intent or deposit within the defined time frame, the challenge to the date(s) will be released.

Note: Personal or business checking account checks are not accepted in a challenge situation.

DAMAGE DEPOSIT

A damage deposit may be required, depending on type of rental use. Repairs or extra cleaning fees will be paid out of the damage deposit or ticket sales escrow if applicable.

POSTPONEMENTS

In the event of a postponement, Folly staff will work with the Client to reschedule an event date within the same fiscal year the event is scheduled (through June 30). Hard costs will depend on individual circumstances and when the cancellation takes place. For postponements due to artist illness, travel or weather delays, low ticket sales or other unforeseen complications, the following policies will be in effect.

If postponed more than 30 days in advance of the event date a mutually agreeable date is confirmed the first deposit will be transferred in full to the new date.

If postponed less than 30 days in advance of the event date, more than 24 hours prior to the event and a mutually agreeable date is confirmed, the first deposit will be transferred to the new date along with any hard costs incurred up to the time of postponement.

If postponed less than 24 hours prior to the event and a mutually agreeable date is confirmed, the first deposit will be transferred to the new date less any hard costs incurred. A hard cost settlement will be sent to the client within 2-4 business days after postponement.

CANCELLATIONS

If the event must be cancelled due to artist illness, travel complications or other unforeseen complications the following policies will be in effect.

If cancelled up to 24 hours prior to the event, a 50% cancellation fee and deduction of hard costs will apply. Hard costs will depend on individual circumstances when the cancellation takes place and costs incurred up to the time of cancellation.

If canceled less than 24 hours prior to the event, a 50% cancellation fee will apply in addition to crew's four-hour minimum and any third-party rentals incurred up to the time of cancellation. If cancelled after crew is on site, the four-hour minimum or actual hours will be billed on settlement.

FOLLY TICKETING POLICIES

Folly staff will present a variety of ticketing options to create an effective box office plan for clients. Once ticketing decisions have been finalized, all ticket face information is needed prior to placing tickets on sale. Complete the Ticket Set Up Form (attached). The Folly requires a minimum of (5-7) business days' to build an event on any of the ticketing platform options.

WHEN FOLLY BOX OFFICE IS PRIMARY TICKETING OUTLET FOR CLIENT

When the Folly is the primary ticketing sales outlet, the Folly's Box Office Manager will set up the event(s) on the Folly's Ticketing System (currently Ticket Sage). The ticket set up form is a helpful and required tool to coordinate ticket pricing, price breaks, ticket face copy, fee structure, etc. Deposit and set up form are required before Box Office Manager will queue the event build. This queue can take between 5 – 10 business days depending on time of year and the number of other client events waiting on sale. All necessary scaling, promotion coding, discounts, etc. must be submitted at the time show is being built.

Any change requests once show is built and on sale will be subject to a \$10 change order, per change.

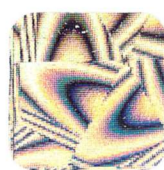

Tickets are available for purchase by phone and the Folly website (if applicable) and a ticketing link to the Folly's website can be forwarded to the client to add their own website for seamless ticket sales. Once COVID protocols are eased, in person ticket sales will be available in the Folly's Business Office Monday – Friday 10 am – 5:00 pm.

Folly box office fees are a combined \$6 per ticket (\$3 Box Office Fee, \$2 Preservation Fee and \$1 Seat Replacement Fee). Patrons are assessed a 4% bank fee for credit card purchases and a \$1 mailing fee. Patrons have the option of having their tickets mailed, printed at home (if purchased online), presented on their phone (e-ticket) or held at will call.

EXAMPLE STAMPLE TICKET FRONT

EVENT CODE	LOW BALC C D	1	\$22 / \$20	ADMISSION	EVENT CODE	 NO REFUNDS / NO EXCHANGES
	SECTION / AISLE	ROW / BOX				
LORNA'S STUDIO OF DANCE PRESENTS AN ENCHANTED EVENING \$22 ADULTS/\$20 CHILD 3-12/SENIORS 65+ NO REFUNDS/NO EXCHANGES HISTORIC FOLLY THEATER 300 W 12 ST KCMO 64105 SAT. JUNE 2, 2018 5PM						
NO.0001620 ROW D SEAT 1						
SEC LOW BALC C ROW D SEAT 1						

EXAMPLE SAMPLE TICKET BACK

 27096622	 NO REFUNDS / NO EXCHANGES	<p><small>Conditions of Sale - This is a revocable license to the bearer only and may be revoked at any time for any reason. The holder of this ticket voluntarily assumes all risks and danger incidental to the event for which the ticket is issued, whether occurring prior to, during, or after the event. Holder voluntarily agrees that the management, facility, participants, artists, and all of their respective agents, officers, directors, owners and employees are expressly released by holder from any claims incidental to the event or purpose for which the ticket is issued. No readmissions. No cameras or recording devices are permitted. All tickets are purchased at risk of inclement weather. Management is not responsible for articles lost, misplaced, or stolen at the event for which this ticket grants admission. Time, date, and location of event are subject to change. This ticket will not be replaced, refunded, or exchanged for any reason. Shipping, handling, and service charges are non-refundable, even if event is cancelled.</small></p>
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PRIORITY SEATING/CONSIGNMENT SEATING

If a presenter would like to provide either priority seating for patrons or advance ticket sales for a select group, this can be accomplished in one of two ways.

CONSIGNMENT: The presenter may take a block of tickets on consignment to sell. This option is a good way to handle advance sales, for an organization who already has a solid support base of patrons before tickets go on sale to the general public. Be advised: do not to take a larger block of tickets than what can be sold through your organization, because returned, unsold tickets must be returned to the ticketing system on seat at a time, a restocking fee of \$.50 per ticket will be incurred. This is a time-consuming process and why the fee is incurred. The benefit to the client for this option is the client keeps sales revenue from the consigned tickets. The value of consignment tickets are deducted at final settlement.

PRIORITY SEATING: The other option would be for the client to request the Folly to block off a pre-determined section of seats to hold and the client can assign seats as sold, via a seating chart or spreadsheet. This chart and spreadsheet would then be provided to the Folly with full detail of patron ticket assignments so the Folly can process the orders on the client's behalf. With this option, there would be no tickets to return and remaining seats, if any, would be removed from hold status in the Folly's ticketing system and would become available to the public. The client would retain sales revenue collected and the ticket value would be deducted at final settlement.

WHEN A THIRD PARTY TICKETING SYSTEM IS IN USE

Under certain circumstances, a client may choose to handle ticketing internally, with a third party ticketing system such as Eventbrite or iTickets. **Please note, with this option the client is responsible for all aspects of ticket sales in advance and day of show. This includes all ticket inventory, equipment, staffing, and management of ticket database.**

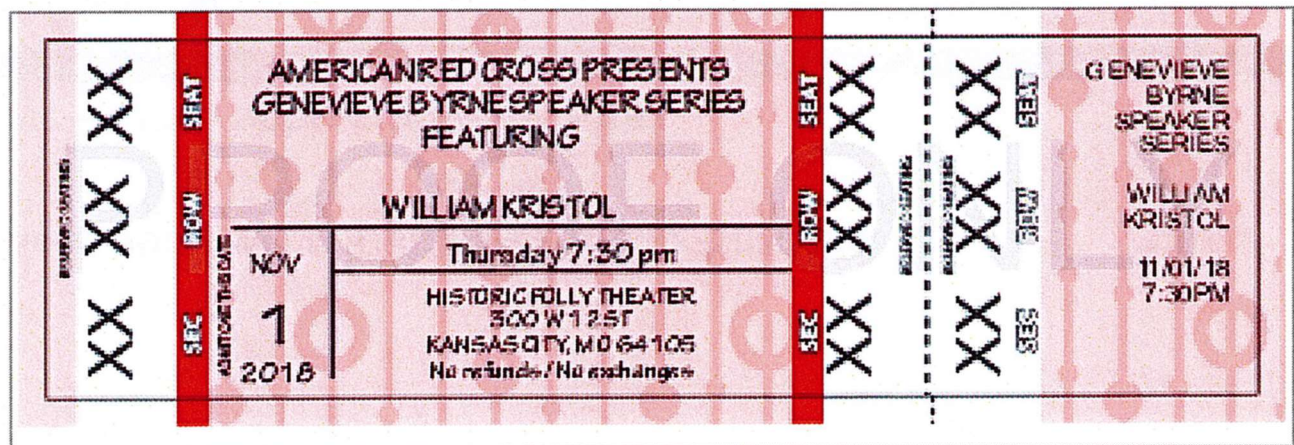
A \$3 per ticket fee will be applied at settlement which includes a \$2 Preservation Fee and \$1 Seat Replacement Fee.

WHEN HARD STOCK TICKETS ARE IN USE

Under certain circumstances, a client may choose to handle ticketing internally with hard stock (printed tickets). With this option, Folly Staff will send a ticket setup form to coordinate client ticket prices, wording on face of ticket, fee structure etc. Once the contract, cost estimate, first deposit and ticket set up form are submitted, the Box Office Manager will begin building the event from an approved third-party ticketing company (see rates above). This can take between 5 – 10 business days from time of submission depending on time of year, the number of other client events in the ticketing queue and shipping time. Client will have the opportunity to review a proof of the ticket header prior to print/order. The tickets will be separated out by section (if applicable) and client will be notified when tickets are available for pick up. **Client is responsible for all aspects of ticket sales in advance and day of show. This includes all ticket inventory, equipment, staffing and management of ticket database. A \$3 per ticket fee will be applied at settlement which includes a \$2 Preservation Fee and a \$1 Seat Replacement Fee.**

Generally speaking, hard stock tickets are the most cost-efficient option.

SAMPLE TICKET OF 3RD PARTY HARD-STOCK



FOLLY TICKETING FEES

Standard Ticket Build & Map Set-Up	\$50.00 per performance
This fee is billed directly to the client/presenter for time incurred preparing standard seat and section assignments, scaling, codes and seating chart.	
Custom Scaling Ticket Build & Map Set Up	\$100.00 per performance
This fee is billed directly to the client/presenter for time incurred preparing a custom seat and section assignments, scaling, codes and seating chart.	
VIP/Premium Ticket Build	\$150.00 per performance
This upgrade applies when multiple VIP or Premium promotional packages are offered.	
Rush Fee	\$150 per performance
While it is possible to rush an on-sale date with third party ticketing or to load in the ticketing system, either scenario will incur a rush fee and will ultimately depend on how tight the turnaround. Rush would be defined as going to contract with a show taking place withing (30) thirty days or going to contract, ticket build and on sale less than ten business days. Please discuss with Folly Staff.	
Third Party Discount Programs (Groupon, etc.)	\$35.00
Box Office & Online Platform Service Charge	\$3.00
Building Preservation Fee/Facility Fee	\$2.00
Seat Replacement Fee	\$1.00
Preservation fee will apply to all clients, commercial, non-profit and applied to all ticket price points.	
Ticket Printing Fee (Folly Ticketing Platform only)	\$10 flat fee for this option. Billed to client at settlement
Credit Card Fee (Folly Ticketing Platform only)	4% of total credit card sales Billed to patron at purchase.
Change Order	\$10
Change order would apply toward any ticket requests once show has been loaded to the ticketing site and released to the public for on sale.	
Restocking Fee	\$50
This fee will apply if a client has chosen to consign a group of tickets and returns a portion as unsold to return to the ticketing system. Fee is billed directly to client/presenter for time incurred to restock each individual ticket to the system.	
Hard Stock Tickets	\$200 per performance (estimate)
If the Folly is not the primary ticketing outlet, client may set up ticketing with a third-party online system or may purchase Hard tickets (ticket stock) from a third party. Folly will order hard stock on behalf of client and costs incurred will be added to the final settlement.	

MARKETING & PR OPTIONS

The following options are automatically included with your theater rental:

- Event Page on Folly Website (including photo, description & ticket link)
- A mention in the monthly e-Newsletter (month of/after on sale and month of the event)
-OR-
- One Social Media post of Instagram & Facebook (contingent of calendar space & available content, placement not always guaranteed)
- Poster placement in Folly Display Cases and/or Theater Lobby (posters provided by client.)

For inclusion in time sensitive marketing strategies, client agrees to provide all content and images in a timely matter and work within deadlines.

The Folly does NOT have a street team.

FOLLY WEBSITE EVENT LISTING AND GRAPHICS SIZING

Home Event Page Image
Size: 255 px X 312 px

Event Thumbnail Image
Size: 255 px X 255 px

EVENT LISTING

images/graphics/video and content
brief summary of event and/or artist
ticket prices/ on-sale date and time
pre-sale/special offer/details
meet & greet
announce date & time

Poster Display Lobby & Exterior Display Case

Contingent on space available and performance schedule.
POSTER SIZE 34"h x 50"w
\$79.00 Folly can arrange for local printing of artwork. Please ask staff for assistance.

MONITOR DISPLAYS

JPG format only, load to Google Drive ask Folly Staff for options

Box Office Monitor



Patron's Lounge Monitor



BEVERAGE SERVICE

The Folly Theater provides beverage service for all public and private events. Once the event has been confirmed, please contact the Folly's Bar Managers with your beverage needs including hours for service, hosted or cash bar, beer and wine only, full bar, non-alcohol only (coffee, water & soda). Specialty drinks or custom menus available.

Brandy Hersch-Bar Manager		Kathy Nehls-Bar Manager	
DIRECT	816-786-8595	DIRECT	816-916-0433
EMAIL	brandy.hersch@gmail.com	EMAIL	kastipek@msn.com

Recommended Caterers

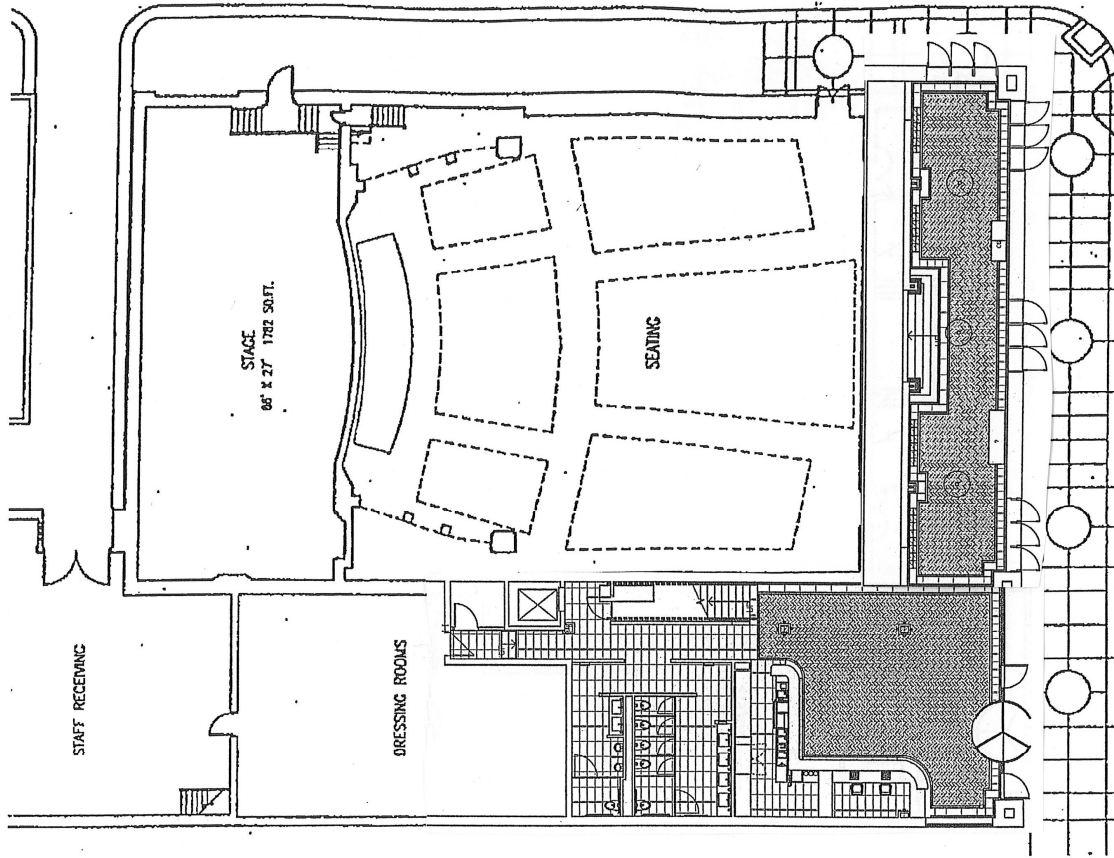
Anne's Catering – Anne Hobbs		Moxie Catering – Jill Myers / Wes Gartner	
303 Westport Road, KCMO 64111		1617 Genessee St, Kansas City, MO 64102	
DIRECT	816-765-47047	DIRECT	816-561-0384
EMAIL	annescateringkcmo@gmail.com	EMAIL	moxiecatering@gmail.com

Brancato's Catering – Karla Acord		Lon Lane Inspired Occasions– Jeff French	
505 Kansas Ave. KCKS 66106		6306 Morningside Drive, KCMO 64113	
DIRECT	816-531-1097	DIRECT	816-444-8372
EMAIL	kacord@brancatoscatering.com	MOBILE	jeff@inspiredoccasionskc.com
WEBSITE	Brancatoscatering.com	EMAIL	www.inspiredoccasionskc.com

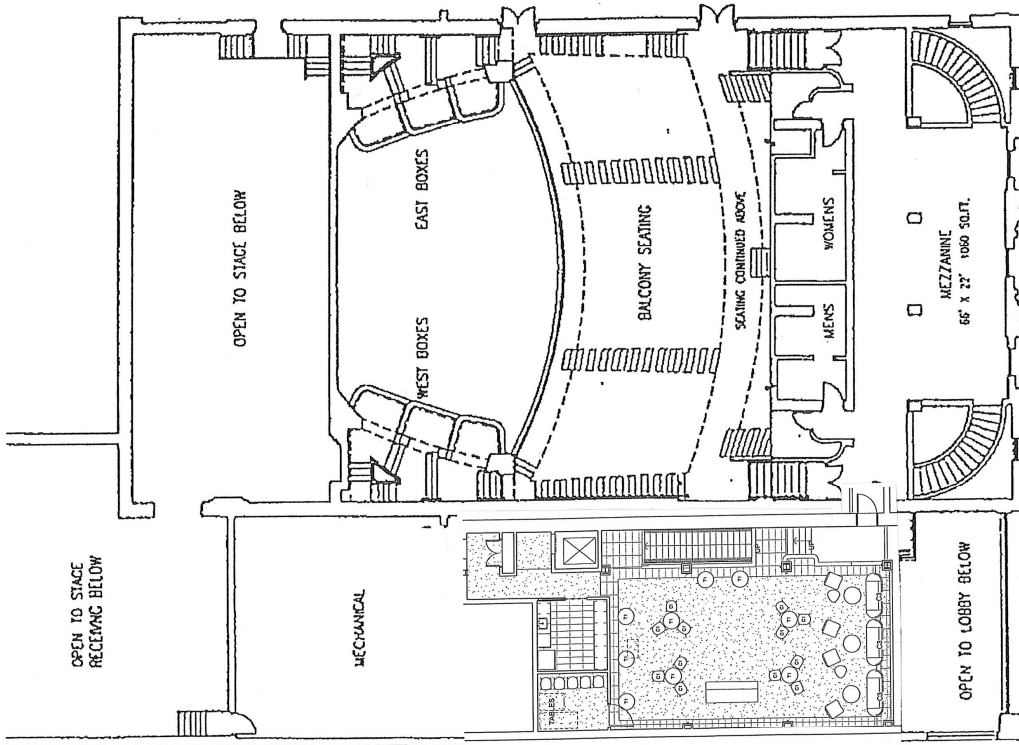
Julita Catering – Julita Latimer		Relish Catering	
DIRECT	816-564-0193	DIRECT	913-563-5776
EMAIL	julita@sbcglobal.net	EMAIL	relishcatering@kchopps.com
WEBSITE	www.julitacatering.com	WEBSITE	www.relishkc.com

RATES AND POLICIES SUBJECT TO CHANGE

Revised 06-30-2022



ORCHESTRA LEVEL
0 4 8 16 FT



BALCONY LEVEL
0 4 8 16 FT

Folly

FOLLY THEATER VENUE FOOT PRINT

FOLLY THEATER COVID-19 POLICIES AND PROTOCOL

The safety of our clients, artists, patrons, staff and volunteers is our top priority. The following policies and best practices will be instituted to create a safer venue with respect to the COVID-19 outbreak. We recognize this is a fluid situation and ask for everyone's flexibility and understanding as we all adapt to these new policies. We will endeavor to update these policies as often as recommended or required by governmental health agencies.

We encourage those who are sick and/or symptomatic to stay home and remind everyone who plans to be on premise at the Folly Theater observe the following protocols.

- Client's staff and volunteers agree to wear facial coverings at all times when on site and enforce performer social distancing, wearing of facial coverings at all times except when on stage.
- Patrons 2 years of age and older will be allowed entry only with a facial covering. Those who may have forgotten or misplaced their face covering will have the opportunity to purchase a disposable mask for \$1.
- Prominently display tickets at point of entry to venue and again at point of entry to the theater/performance hall. Folly will implement a touchless ticketing policy with a visual read of tickets only.
- Agree to follow the established ingress and egress patterns in common areas such as restrooms and entry to the theater/performance all also known as "the house". This will be communicated through signage, floor decals including 6' recommended spacing, one-way traffic patterns, etc.
- Client's patrons agree to wear facial covering when in lobbies, restrooms, backstage, during ingress and egress and while seated in the theater.
- Practice social distancing when inside theater (6' apart from other patron parties).
- Practice proper cough and sneeze etiquette.
- Wash hands thoroughly and regularly with soap and water. Use hand sanitizer whenever restroom facilities are not available.
- Patrons may use their own wipes and sanitizer if they choose.
- For applicable performances, advance ticket sales will be available by phone and internet only. In person sales will be limited to day of show and only if seating is available. Box office hours will generally be listed as 1-2 hours before a performance. Please confirm in advance prior to arrival to confirm purchase hours and availability.
- Upon conclusion of the performance ushers will encourage patron egress through exit doors in east theater lobby, limiting time in west bar lobby as little as possible.

Upon reopening, Folly staff will implement the following preventive measures recommended by the Centers for Disease Control and Prevention (CDC), KCMO Health Department and KCMO Mayor's Office. The following actions have taken place or are scheduled to take place prior to reopening to help ensure a safer venue for all who enter:

- Staff and volunteers will be trained on all safety and sanitation protocols.
- Security will be on site to assist staff with administration of protocols.
- Folly staff, crew and volunteers will wear facial coverings at all times.
- Folly staff, crew and volunteers will be given a COVID questionnaire upon entry for every performance. Questionnaire will include the following:
 - Have a temperature of 100.00 degrees or more, experiencing chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea.
 - Have been in direct contact with a person diagnosed with Coronavirus or Influenza within the past 15 days and if so, have quarantined and symptom free for a minimum of 15 days since last contact.

- Have not tested positive for Coronavirus and if so, have quarantined for 15 days symptom free.
 - Have not traveled to a recognized “HOT SPOT” within the past 15 days, traveled by cruise ship, river cruise or traveled internationally.
- Any staff, crew or volunteer who exhibits symptoms or is ill will be sent home.
 - HVAC system deep clean including coils and new air filters in place.
 - Deep clean and sanitization of hard surfaces and high touch locations with CDC compliant disinfectants prior to theater reopening and prior to client load in and prior to performances given need and determined by production schedule.
 - Theater arm rests will be cleaned/sanitized between performances.
 - Hand sanitizer dispensers will be positioned in high traffic locations backstage and front of house.
 - Signage and messaging will be positioned in restrooms, lobbies and backstage to reinforce basic health and hygiene practices, traffic patterns, distancing.
 - Number of seats sold and capacity (full capacity for Folly Theater is 1,078) will be dependent upon citywide restrictions in place at the time of on sale and/or in effect the day of performance. Current seating plan must allow for 6’ social distancing between patron parties, approximately 200 - 250 individuals depending on seating configuration. Staff will be in continued correspondence with client mandates require adjustments be made.
 - Seating map will include blocking ROW A - C to allow for patron distancing from artists/performers. Number of rows will depend on type of performance.
 - Box seats for single patron party groups only and limited to two seats per box.
 - Artist merchandise will be discussed on a performance-by-performance basis. Due to necessary social distancing regulations, sponsor and vendor merchandise tables are an option at this time.
 - Concessions will not be offered for the foreseeable future. Folly staff plans to evaluate this service regularly and reopen as soon as possible.
 - No intermission for Folly produced shows and rental clients are highly encouraged to take a no intermission policy to reduce close interaction in common areas.
 - Folly Theater highly encourages use of a digital program and will not offer printed programs for Folly produced events. If this is not feasible for a rental event, the client must provide staff or volunteers to offer this service to patrons. Individuals serving this function will be required to wear facial coverings and gloves. Concert programs storage (for season long reuse) will not be permitted.

The Folly Theater provides this performance venue with the understanding of the risks involved. By entering the Folly Theater venue, client, artist, patron, staff, crew, ushers, and volunteers accept personal responsibility for the risks involved including the possible exposure to the highly contagious disease known as COVID-19/Coronavirus which poses a risk to anyone who may be exposed and can result in infection, illness or even death.

We strongly recommend that every patron follow the preventative guidelines provided by the [Centers for Disease Control](https://www.cdc.gov) (CDC).

If you are experiencing any of the symptoms listed on the [CDC.gov](https://www.cdc.gov) website, please be courteous of others & stay home.