



Seasonal Entertainment Staff Handbook

The Pennsylvania Renaissance Faire & Zeno Creative Entertainment
March 2021



INTRODUCTION

Welcome to the Pennsylvania Renaissance Faire! We are excited to work with you, and hope you'll find this handbook helpful in navigating our company policies and procedures.

With so many cast, crew, and independent performers living in one area, professional behavior, onstage and off, and before, during, and after rehearsals and Faire days is expected.

Alcohol and Drug Policy

The use of alcohol or drugs by any cast or crew members at any time during rehearsals or performances will result in immediate dismissal from the cast or crew. Any cast or crew member arriving to rehearsals and/or performances under the influence of drugs or alcohol will be immediately dismissed from work that day and may be subject to disciplinary action up to and possibly including termination. Possession of illegal drugs on COMPANY property is grounds for immediate dismissal. The COMPANY reserves the right to test for drugs at any time for any reason, and for alcohol for any reason during business hours.

Social Media Policy

Social media should never be used in a way that violates any other COMPANY policies or employee obligations. If PROFESSIONAL'S post would violate any of the COMPANY'S policies in another forum, it will also violate the COMPANY in an online forum. For example, PROFESSIONAL is prohibited from using social media to:

- Violate COMPANY'S confidentiality and proprietary rights policies.
- Circumvent COMPANY'S ethics and standards of conduct policies.
- Unlawfully defame the COMPANY or its affiliates, customers, business partners, suppliers, vendors, etc.
- Harass other employees in any way.
- Circumvent policies prohibiting unlawful discrimination against current employees, past employees, or applicants for employment.
- Violate the COMPANY'S privacy policies (for example, never access private password protected sites of co-workers without permission).
- Violate any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by creating an artificial "buzz" around our business or product).

PROFESSIONALS who violate the COMPANY'S policies may be subject to discipline, up to and including termination of employment.

Anti-Harassment Policy

The COMPANY is committed to maintaining a workplace free from harassment. Harassment of any employee by another employee, supervisor, or third party based upon any protected category including race, color, religion, creed, age, sex, national origin, ancestry, disability, or veteran's status, genetic information, or other protected status is strictly prohibited and will not be tolerated. Harassment of third parties by our employees also is prohibited.



Harassment

Examples of harassment include verbal (including improper joking or teasing) or physical conduct that denigrates or shows hostility towards an individual because of any protected characteristic, and that:

- (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (3) otherwise adversely affects an individual's employment or employment opportunities.

Sexual Harassment

Examples of sexual harassment include unwelcome or unsolicited advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of employment
- submission to or rejection of such conduct by an individual is used or is threatened to be used as a basis for employment decisions affecting such individual
- conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

Other examples of sexual harassment include obscene gestures, visual harassment such as derogatory cartoons, posters and drawings, sexually explicit e-mail or voice mail, and other verbal or physical conduct of a sexual nature such as unsolicited touching of a sexual nature or sexually related comments.

Prohibited conduct may also include sexual joking, vulgar or offensive conversation or jokes, derogatory comments about an individual's physical appearance, conversation about an individual's own or someone else's sex life, or teasing that is sufficiently severe or pervasive to create a hostile working environment.

PROFESSIONAL understands that the anti-harassment policy continues to apply even when PROFESSIONAL is portraying these characters, and to the extent that PROFESSIONAL believes that such comments and gestures have exceeded those allowed in these performances and are unwelcome, PROFESSIONAL understands that any such activity must be reported under this policy. PROFESSIONAL further understands and agrees that he/she will not exceed the boundaries of such characters and will not engage in any sexually harassing behavior.

Examples of Other Prohibited Harassment

Examples of other prohibited harassment include derogatory comments, joking that involves protected statuses, use of derogatory symbols (such as swastikas or nooses), and derogatory nicknames or language.

Retaliation

Retaliation against anyone complaining of harassment or participating in any investigation of harassment is prohibited. Anyone found to have engaged in retaliation will be subject to discipline, up to and including termination. If you believe that you have been harassed or retaliated against, you may use the procedure set forth here without fear of coercion or reprisal. If you believe you have been retaliated against, you should report it to Jeff Wolfthal. An appropriate investigation and action will be taken.

Procedure

If you believe you have been subjected to harassment, you should immediately report the matter to Barbara Geary Artistic Director or Jeff Wolfthal, Managing Director.

The COMPANY takes any claims of harassment very seriously, and will undertake a prompt investigation, which may result in corrective action where appropriate. Any individual has been found to have violated this policy may be subject to discipline, up to and including termination.



ALCOHOL

It is illegal for individuals under the age of twenty-one (21) to consume alcohol.

The following will be considered terminable offenses:

- 1. Consumption of alcohol by an individual under the age of twenty-one (21)**
- 2. Supplying alcohol to an individual under the age of twenty-one (21)**



APPEARANCE & COSTUME POLICY (CAST and PRODUCTION)

General Appearance Policy:

Actors are not to alter their appearance in any way without the express approval of the Head Costumer and their director. This includes but is not limited to tattoos, piercings, hair color/styling, intentional weight loss, or cosmetic surgery.

Rehearsal Policy:

1. Sunglasses are not permitted during rehearsal as they will leave tan lines. You are strongly encouraged to wear hats as you will be wearing hats during Faire.
2. During Faire days, there will be sunscreen in the dressing rooms. Sunburn can occur even on overcast days, so make it a routine to apply and reapply throughout during rehearsals and Faire days.
3. It is mandatory to wear closed toed shoes during rehearsal. Proper footwear must be worn as you will be working on different terrain, surfaces and partaking in different daily activities.
4. Jewelry should not be worn during rehearsals to prevent tan lines and injury. This includes watches, necklaces, rings, and all body jewelry whether visible or not.

Faire Policy:

1. Costumes:

- a. Cast pins, as provided by the costume department, must be worn on your costume at all times. It is the cast member's responsibility to remove pins from costumes prior to laundry. Fees will be leveled if pins are not removed from costumes.
- b. Costumes must be worn as they are designed and assigned to the actor. Any questions pertaining to the fit of the costume should be addressed with the Head Costumer.
- c. Cast members are required to wear appropriate undergarments at all times. Patterned or colored undergarments which are visible when worn under light colored costumes are not permitted. Men are permitted to wear solid white undershirts beneath their costume.
- d. You are responsible for the proper care and handling of all costume pieces which are assigned to you. If an item is misplaced, altered, or damaged due to negligence, you will be required to pay for the replacement cost of the item. Fines will be determined by the Head Costumer.
- e. All costume repairs must be clearly written on dressing room/call board repair sheets in order to be addressed.
- f. Costumes issued to you remain the property of the Pennsylvania Renaissance Faire and must be returned in good condition upon request or at the time of termination. All costume pieces and accessories must be returned at Costume Strike (last day of Faire) in order to receive your last paycheck or costume deposit.

2. Smoking Policy:

Smoking or vaping is NOT permitted in any PRF issued costumes. Vaping is allowed in company designated areas only.



3. Personal Hygiene/Care:

- a. Due to close contact with guests and fellow cast and crew members, personal cleanliness is very important and the use of anti-perspirant or deodorant is required. The use of strong, heavy scents and fragrances are not permitted.
- b. It is the responsibility of each cast member to apprise the Head Costumer and their director of any possibly contagious medical conditions.
- c. It is the responsibility of each cast member to apprise the Head Costumer and their director of any injuries or medical conditions which might necessitate the alteration of their appearance or costume. This includes but is not limited to casts, braces, bandages, or eye patches.

4. Body Jewelry

- a. Body jewelry is not permitted, whether it is visible or not.
- b. Clear spacers and band aids to conceal piercings are not permitted.
- c. Earrings are limited to one pair. All others must be removed.

5. Tattoos

- a. Tattoos are to be covered during Faire days, unless approved by the Director and Costumer.
- b. You may be required to wear additional undergarments to cover tattoos that may show through white shirts or wet costumes.

6. Make-Up

- a. Body and face paint is prohibited, unless assigned by the Director and Costumer.
- b. It is not required to wear makeup, but if it is worn, it should be subtle and blended in natural colors.
- c. Nail polish is prohibited.

7. Hair/Grooming

- a. Hairstyles are assigned by the Head Costumer and are the responsibility of the actor to maintain.
- b. Do not cut or color your hair without consulting the Head Costumer. Unnatural hair color is not allowed.
- c. Men's facial hair is assigned by the Head Costumer per character and is the responsibility of the actor to maintain during the Faire season.

THIS SECTION PERTAINS TO BACCHANALIANS ONLY.

8. Footwear

- a. Footwear is provided by the costume department and is the responsibility of the actor to maintain.
 - i. Wet shoes for wet shows are the responsibility of the wearer. They can be washed after a Faire weekend if requested.
 - ii. Boots and noble's shoes are to be shined every Faire morning. Shoeshine supplies will be located in the dressing rooms.
 - iii. Excess dirt, sand and clay needs to be brushed off at the end of a Faire day.
 - iv. One pair of innersoles are provided by the Costume Department and can be removed during the week to air out shoes.
 - v. Tall boots can be hung on pant hangers to air out during the week.
 - vi. After a rain day, newspaper may be put into shoes to absorb moisture.
- b. If a repair needs to be made, it must be reported on the repair sheet. If you notice a weak spot/problem, report it immediately.

Any questions or concerns, please contact the Costume Department at 717-665-7021 ext. 800 or lily@parenfaire.com.



PERSONAL PROP POLICY (CAST ONLY)

As an Actor, you acknowledge and agree to the following terms:

1. Each prop will be inspected upon check-out and return by the Production Department and the Actor.
2. Actors agree to return all props in the condition in which they were received.
3. The replacement cost for any damaged or missing items will be determined by the Production Department based on several factors:
 - a. Quality of prop
 - b. Availability of a similar replacement
 - c. Ease of replacement (shipping, etc.)
4. Prop replacement costs will be withheld from your final paycheck.
5. You must store all props in a secure location when they are not in use.
6. You are responsible for promptly reporting any broken or missing props to the Production Stage Manager.
7. Improper use of a prop will result in:
 - a. First offense, verbal warning
 - b. Second offense, confiscation of prop by Production Department

PRODUCTION STAFF EQUIPMENT LIST

The Production Crew typically works outside, regardless of weather. The season typically sees quite a bit of rain at times, and temperatures can range from the 90's in July to the 30's in October and beyond.

Pack your wardrobe accordingly.

Required:

1. Steel OR composite toe boots or sneakers
2. Raincoat
3. A nice pair of khaki shorts, capris, or pants
4. At least one pair of work khaki shorts (will get dirty)
5. At least one pair of work khaki pants (will get dirty)
6. Multi-tool
7. Knife
8. Work gloves
9. Water bottle

Recommended:

1. Sunblock
2. Sunglasses
3. Bug spray
4. Hat, bandana, etc.
5. Under Armor, leggings, long-john's (to wear under costume in cold weather)
6. Any personal tools you'd like to use



HOUSING

Here are the fundamental rules for Housing:

1. Clean up after yourself at all times. No exceptions.
2. Illegal drugs, firearms, pets, use of open flame (candles, etc.), and wall adhesives are prohibited.
3. Smoking is permitted only in designated areas, and never indoors.
4. No one under the age of 21 is permitted in or around company housing.
5. No refrigerators or microwaves are permitted in bedrooms.
6. Do not remove Faire-owned furniture from any of the rooms. Fines for any major damage will be determined at the discretion of the Company Manager.
7. Do not remove window screens, except for emergency exit use.
8. The Boiler Room (next to room 8 in Leeds) is off-limits .
9. All common areas of housing, including bathrooms, are cleaned by Facilities Services Housekeeping staff one day per week. The evening before, each Chore Team will be responsible for clearing all surfaces in their assigned zone of common space (see "Cleaning & Chores" for more details).

BEDROOMS

You are responsible for keeping your bedroom clean. Bedrooms are subject to spot checks by the Company Manager.

Bedroom doors lock. Each roommate and your RA, as well as the Company Manager, will have a key.

Furniture:

1. **Bunk bed (full or twin, depending on the room)**
2. **Two dressers (one for each roommate)**

You are responsible for providing your own bedding (blankets, sheets, pillows, etc.).

No wall-to-wall carpeting may be laid in, but throw rugs are permitted.

CLEANING & CHORES

You are responsible for keeping your bedroom clean. Bedrooms are subject to spot checks by the Company Manager.

Common spaces are divided into the following zones:

1. **Actor Commons**
 - a. **Zone 1: Leeds Bathrooms**
 - b. **Zone 2: Leeds Common Room**
 - c. **Zone 3: Leeds Hallway**
 - d. **Zone 4: St. James's Bathroom**
 - e. **Zone 5: Laundry Room & Bathroom Building**
 - f. **Zone 6: Hampton Court**
2. **Production Barn**
 - a. **Zone 1: Living Room**
 - b. **Zone 2: Bathroom**
 - c. **Zone 3: Kitchen**
 - d. **Zone 4: Stairs & Balcony**

Along with roommate assignments, you will receive a "chore team" assignment, as determined by the Company Manager. Each week, every chore team will be assigned to one zone, and will be expected to follow the Clear Surface Policy, as follows.



Clear Surface Policy

Floors, counters, and furniture are to be cleared of any personal items or large items of garbage the evening before the cleaning staff is scheduled to clean common spaces.

Failure to adhere to the Clear Surface Policy will result in the cleaning staff documenting clutter in any zone. The chore team assigned to that zone for the week will receive a tally, and the cleaning staff will not clean the area. At the end of the season, \$5 per tally will be kept out of your security deposit.

This system is in place to ensure that the cleaning staff will be able to vacuum, mop, and so forth without having to pick up after you. Please be respectful of this and do your part to keep housing looking good!

Please note that, in the event you feel that you are doing all the work for your chore team, without the help of other teammates, you may address the concern with the Company Manager. At their discretion, you may be reassigned to a different chore team.

Common areas are subject to spot checks by the Company Manager.

The Cleaning Crew will be cleaning the common spaces once a week during the duration of Faire. Once a day/time our established all surfaces should be cleared the night before.

COMMON AREAS

Living Room

1. Couches, televisions, etc. are provided for your enjoyment.
2. You are expected to treat all Faire-owned furnishings with care and inform your RA immediately if anything becomes damaged or otherwise needs repair.
3. If you choose to move furniture for any reason, you are responsible for restoring the room before you leave.

Kitchen

1. The Company provides all major appliances, as well as dishes, utensils, etc.
2. Each resident will be assigned one shelf of the refrigerator and one cabinet.
3. Dishes, appliances, and cleaning surfaces must be cleaned and put away immediately after use.

Bathrooms

1. Production Barn Bathroom: coed, ONLY FOR BARN RESIDENTS
2. Laundry Building Bathrooms: one male, one female
3. Leeds Bathrooms: one male, one female

INTERNET

Free wireless internet access is available to you in the Kitchen Building.

LAUNDRY

The Laundry Building is located across the gravel lot from the Kitchen Building, next to Windsor.

1. Remove your items washers and dryers promptly to allow others to use them.
2. Clean the dryer's lint traps before and after each cycle.

The Company is not responsible for any items lost or stolen from the Laundry Building.

MAIL

1. DO NOT fill out a USPS "Change of Address" form listing the Faire. If you do, we will continue receiving your mail after your contract expires, and we cannot guarantee it will ever reach you.
2. The Company Manager will deliver mail to your Leeds Building mailbox each business day.



3. The Company Manager will notify you if you have a package in the Shipping & Receiving Office or in the Wine Shop. You will be responsible for picking up the package.
4. To receive mail or packages at the Faire, use the following information:
 - a. Your Name
 - b. c/o Actors' Commons
 - c. 2773 Lebanon Road
 - d. Manheim, PA 17545

Please note that in the event your mail or package is delivered to the Mansion, either due to wrong address or accident, the item will be opened. It is a Company policy for safety and security reasons.

OVERNIGHT GUESTS

You are permitted to have overnight guests, as long as they are over 21 years of age.

To have a guest approved:

1. Fill out an Overnight Guest Form via the appropriate internet link 72 hours prior to date of visit.
2. Await final approval from the Company Manager.
3. Guests cannot stay more than two (2) consecutive nights OR have more than 3 visits during the run of the performance.

Rules for overnight guests:

1. You are expected to stay with your guest for the duration of their time in Commons.
2. For parking rules, please refer to "Parking" section of this handbook.
3. Any overnight guest found without authorization will be required to leave the premises.

Please note that, due to limited resources and the communal nature of Commons, guests are expected to comply with all the same housing rules that residents follow. If there are any complaints from the cleaning crew, guests will only be permitted to stay two (2) nights MAXIMUM.

PARKING

Parking is provided near Commons.

All residents are expected to follow these rules:

1. NO parking in front of the dumpster.
2. NO parking on the gravel pathway into the Faire. It's a maintenance access road.
3. Official parking pass must be hanging visibly in your windshield at all times.

Failure to comply with these rules will result in your parking privileges being revoked. The Company reserves the right to tow vehicles with no valid/visible parking pass.

For overnight guests:

A temporary parking pass will be provided with approval of Overnight Guest Form

Guests must park in the Back 40. It is your responsibility to inform your guest of Faire parking policies. The Company reserves the right to tow vehicles with no valid/visible parking pass.

Only housing residents may park in Commons.



QUIET HOURS

Quiet hours from **10:00pm-7:00am EVERYDAY**.

Quiet hours apply to outdoors, kitchen, bedrooms, bathrooms, and hallways.

Please be respectful of quiet hours and do not slam doors.

Please be respectful of all your neighbors, including independents and local neighbors in houses.

SECURITY DEPOSIT EXPLANATION

A housing security deposit of \$100 will be withheld from your first paycheck.

It will all be returned in your final paycheck, IF you adhere to the clear surface policy (below) and do not, by intent or negligence, cause damage to housing.

The cleaning staff will mark any zone that didn't adhere to the clear surface policy. All members of the team responsible for a marked zone in that week will be given a tally.

At the end of the season, for each tally against you, the Company will keep \$5 from your security deposit.

This system is in place as a reminder to take responsibility for your living situation. Take pride in your home, and keep it clear for the cleaning staff.

Any funds remaining after tally deductions will serve as a credit in the event damages need to be fixed. Examples could be a broken blind, a hole in the wall, or broken furniture.

If there is a major repair needed due to your negligence, the Company retains the right to withhold funds beyond the \$100 security deposit to cover the cost of repairs.

Examples:

1. Joe is on Chore Team 1, which had two tallies at the end of the season because they forgot to clear surfaces in their zones before the cleaning staff came through. His room was undamaged upon move-out. He will be reimbursed \$90 in his final paycheck.
2. Christine is on Chore Team 2, which didn't receive any tallies. She broke the blinds in her bedroom when she used them to hang a dress. The estimated cost of repair is \$20. She will be reimbursed \$80 in her final paycheck.
3. Mark is on Chore Team 1, and had two tallies at the end of the season. He also broke a dresser drawer off of its tracks. The estimated cost of replacement is \$20. He will be reimbursed \$70 in his final paycheck.
4. Kayla is on Chore Team 3, which had twelve tallies from the cleaning staff for failure to clear surfaces. One night, Kayla locked herself out of her bedroom and attempted to go in through the window, but in doing so she somehow pushed the window out of its tracks and it fell and broke. The estimated cost of repair is \$70. She will not receive her security deposit, and \$30 will be deducted from her final paycheck.
5. Tyler is on Chore Team 2, with no tallies. His room was undamaged upon move-out. He will be reimbursed \$100 in his final paycheck.

SMOKING

NO smoking is permitted within Company buildings.

Designated outdoor smoking areas are as follows:

1. **Outside of Leeds, and across the gravel**
2. **Outside of Windsor, next to the Laundry Building**

Cigarette butts must be disposed of properly to prevent fires and litter. If cigarette butts are found on the grounds, all smokers will be charged a cleaning fee.



SPEED LIMIT

Located behind the Faire is the open area known as the “Back 40.” On Faire days, this is the parking area for Blackfryar cast, merchants, and other employees.

Regulations:

1. In the parking area, the speed limit is 10 MPH.
2. In the barn area, the speed limit is 5 MPH.
3. Careless driving will not be tolerated. Violations will result, at the discretion of Management, in:
 - a. First offense, verbal warning
 - b. Second offense, written warning
 - c. Third offense, monetary fine

TRASH

There is a dumpster located in the Actor’s Common area. Please use this to dispose of trash from bedrooms, bathrooms, kitchen, and living room.

Remember to tie the bag before tossing it!

WALKING THE FAIRE GROUNDS

You are allowed to walk, run, or jog on the Faire grounds responsibly.

Rules:

1. Stages and merchant buildings are off limits when the Faire is closed.
2. The *Washer Well Pit* and the *Mud Pit* are NOT to be used as swimming pools.
3. DO NOT move any items (tables, chairs, firewood, etc.) located on the Faire grounds.
4. DO NOT bring glass or any other breakable items onto the grounds.

WHAT TO BRING

Recommendations for items to bring along with you include:

1. Bedding (sheets, blanket, pillows, etc.)
2. Bath towels
3. Laundry detergent and dryer sheets
4. Water bottles
5. Fan
6. Flashlight
7. Identification (We will need to make copies for your tax paperwork.)
 - a. Driver’s license AND Social Security card OR
 - b. Current passport
8. Rain boots
9. Umbrella
10. Clothing for weather that is hot or cold, rainy or dry



WHO TO CONTACT

Different issues may be addressed by different people. Here's a guide:

1. Go to your RA
 - a. If there's a leak
 - b. If you broke something
 - c. If you're locked out of your room
 - d. If the heat or A/C isn't working

2. Go to the Company Manager
 - a. If you have roommate concerns
 - b. If you'd like to be assigned to a different chore team
 - c. To follow up regarding Overnight Guest Forms
 - d. To contact the cleaning crew

3. Go to the Producing Artistic Director
 - a. If you're aware of any violations of Company policies
 - b. If there's an issue with your paycheck

SIGNATURE PAGE

Please sign below acknowledging that you read, understood, and agreed to the terms of The Seasonal Entertainment Staff Handbook.

PROFESSIONAL

DATE