



May 29, 2011

Welcome to the New London Barn Playhouse! We are all very excited to have such a talented company here for our 2011 summer season!

In past years we have handed out a thick welcome packet with lots of information about NLBP's policies and procedures, and information about the area. But one of our goals this summer is to limit the Barn's impact on the environment, so we are minimizing the paper we hand to each company member and guest. Included in this folder are:

- Company Contact Sheet
- Maps of the area
- New London Region Guide

For more information about the policies, schedule and housing at the Barn, please go to the staff login page on the website (www.nlbarn.org). Also, the Chamber of commerce has an information booth located across from the New London Inn on Main Street, right in front of the Green House. The people who work there have TOMS of information about restaurants, hiking, and anything else you could possibly want to know about New London! Once you have read all the enclosed information, if you have any questions or concerns (or just want to say hello), please come by the office, or call or email us! Also, more detailed rules and regulations can be found in the Company Handbook online at nlbarn.org.

We look forward to the summer and getting to work with you.

Sincerely,

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WELCOME PACKET

Welcome! As a New London Barn Playhouse Company Member, you will be sharing the residences with a variety of other individuals, from actors to staff members and interns. We hope you enjoy your time here at the theater, and we ask that you take a few minutes to familiarize yourself with the following rules and guidelines.

Please feel free to call the Company Manager with questions at 603-526-6570 (office).

Smoking/Flammables Restrictions:

In accordance with New Hampshire Law, there is a no smoking policy in the Staff/Actors Residences or any of the theater spaces at any time. Also, there is no smoking on any of the outside porch areas, including the theater porch, the porch of the red house and outside the gallery door. Please be considerate and dispose of cigarette butts in the receptacles provided.

The use of live flame is not permitted in any of the buildings on campus, including candles and incense except use during a show which must be approved by Production Management and Stage Management.

Social Spaces:

There are several areas in the Red and Green houses that serve as social spaces: the lounge in the basement of Red house, the screened-in porch at Green house and the living room area of Green house. The most important function of these areas is as the living and meeting area for residents and staff. Please feel free to relax in these spaces. Please be responsible for cleaning any dishes, garbage and/or personal items from these areas, as well as not touching any props or set pieces left there for rehearsals as all these spaces are used for rehearsal space by you and by the Junior Intern Company (so no empty beer cans please!!) This consideration will keep these spaces nice for everyone!

Kitchen & Meals:

Breakfast: Daily (Self Serve)	7:30 - 8:30am
Lunch: Monday - Saturday	12:00 Noon
Dinner: Monday - Saturday	6:00pm
Sunday Brunch	11:00am – 12:00 Noon
Sunday Pre-Show Snack	3:30pm - Est. time
Sunday Post Show Buffet	Determined by each show's strike schedule

**This may be amended by department heads during load in and techs

The Kitchen itself is off limits to all who are not kitchen staff. There is a refrigerator in the Green house for those residents to store their food, and one fridge in the Kitchen will be set aside for Red house residents only. Please enter and exit the Dining hall by the front door of Red house and not from any of the back doors or stairs into the kitchen. Ten minutes prior to a meal, a warning bell will ring so that supervisors know to let their shops and/or rehearsals finish up in time for the meal. After eating, please clear all dishes to the designated areas.

Bedrooms:

We hope you enjoy your room. Should you need a piece of furniture moved to better suit your needs, please ask the Company Manager to help facilitate that move. Please do not tape or nail anything to the walls. Trash must be emptied into the dumpsters (located in parking lots behind both houses). In general, try to keep your rooms neat. These houses have many occupants, so be respectful. The cleaning crews do not clean in your bedrooms. Overnight guests are not permitted unless cleared with Company Management. WHEN YOU MOVE OUT, please dust and vacuum your rooms! Summer Company members will also take part in a Barn cleanup day, and all rooms and public spaces will be inspected before final paychecks are issued.

Bathrooms:

Bathrooms are a shared space. They will be cleaned once a week by a cleaning crew, but please help them out by SPRAYING DOWN THE SHOWER after each use and wiping out the sink if you make a mess!

Internet:

There is wireless internet available in both Red and Green houses. If you have trouble connecting or think the server might be down, please ask the Company Manager for help. DO NOT mess with the router yourself!!

Mail:

Mail is delivered Monday through Saturday. All regular mail should be addressed:

Your Name
c/o New London Barn Playhouse
P.O. Box 9
New London, NH 03257

All Packages (Fed Ex, UPS, etc.) should be addressed:

Your Name
c/o New London Barn Playhouse
84 Main St.
New London, NH 03257

All mail can be picked up at the mailboxes just inside the door of the Red house. They are separated and grouped alphabetically by last name.

Post Office:

The New London Post Office is near Hannafords. Turn left on Main Street when leaving the Barn. Follow the curve (left at the fork). Continue on that road and it will be on your left after the Hannafords.

Paychecks:

Staff Personnel may pick up pay envelopes at the Box Office on TUESDAY after 12:00 pm. Acting Interns will receive their checks the first Tuesday of every month. Checks can only be given to the person to whom they are made out. Final paychecks will not be given out until strike is finished and rooms have been cleaned and okayed by the Company Manager.

Laundry:

There is a washer and dryer in the basement of the Red house. Residents are welcome to use them at any time – there is a sign-up sheet posted above the washer and dryer. Please use your own detergent and

fabric softener. DO NOT use the washer and dryer in the costume shop for personal use! There is also a coin-operated laundromat and dry cleaners right around the corner on Main Street.

Parking:

Personal and Company vehicles can be parked behind the Red house during the day. Cars should NEVER be parked in front of the Theatre or Residence house or in the driveway between the two. Interns and staff will need to move their personal cars to the parking lot in front of the Spring Ledge farm stand across from the theater 90 minutes prior to all performances. Parking behind the Green house is NOT allowed. Green house residents should park in the public lot at the corner of Main Street and South Pleasant Street.

There are Company Cars available. Arrangements for their use can be made with the Company Manager. (See Company Car Policy)

Call Boards:

Please check the call boards in the Red house hallway and/or the Green house common area frequently for updates, schedules, announcements, audition information and sides, and other important information. You should also check the online call board which you will be invited to by the SM team.

Hotels / Inns:

(for parents and friends who come to visit, not a definitive list, but some good ones)

New London Inn: Right on Main Street, a beautiful inn with a great restaurant. And friends and family of Barn Company Members get a discount! 353 Main St. 603-526-2791

The Inn at Pleasant Lake: A little more of a drive (about 10 minutes from the theater), but a beautiful spot right on the lake. Also has a nice restaurant! 853 Pleasant St. 603-526-6271

Lamplighter Inn: The most affordable option close to the theater, it's just around the corner! 34 Newport Rd. 603-526-6484

Restaurants:

(again, just some favorites, not an exhaustive list, arranged geographically)

MacKennas: a family-oriented diner. Good for a greasy Sunday brunch, or a quick burger. Located in the shopping center with Hannafords. 603-526-9511

China City Restaurant: the chinese restaurant! Pretty good for New Hampshire, located across the street from the Hannafords shopping center. 603-526-2868

Nonni's: A newer Italian place, good food and a fun atmosphere. Located in the shoppin plaza with Colonial Pharmacy (255 Newport Rd.) 603-526-4166

The Millstone Restaurant: One of the nicer (and more pricey) options. Definitely one to have your parents take you to! On Newport road right around the corner from the Barn. 603-526-4201

Ellie's Cafe: A great place for a coffee or a sandwich, Ellie's (still refered to as Jack's by old-timers) is a nice place for a meeting or a moment away from the barn. 207 Main St. 603-526-8003

Dunkin Donuts: Right next to Ellie's.

Rockwell's at the Inn: The restaurant in the New London Inn, recently opened with a hip, young chef. The food is phenomenal (if pricey) and the atmosphere is hushed, with wonderful service. 353 Main St. 603-526-2791

Pizza Chef: The old-reliable pizza place in New London. They have sandwiches, salads and pasta as well. Located just past the gas station on Main Street, across from the town green. 603-526-9201

Artic Dreams: Really great ice cream!! Attached to Pizza Chef!

Lake Sunappe Country Club: About a 15 minute drive from the theater, but a lovely atmosphere with plush booths and a deck looking over the golf course. Good food and service, a nice getaway from New London Main Street. Rt. 11 & Country Club Lane. 603-526-6040

Four Corners Grill and Flying Goose Pub: A short drive down Main Street, this is your typical pub fare. Lost of locally brewed (including their own) beer. Service can be a little slow, so best to go after a show and not before! 40 Andover Rd 603-526-6899

La Meridiana: My personal favorite and a complete hidden gem! Down Rt 11 about 10 minutes (go left at four corners), this place is owned and run (literally he takes reservations, serves, cooks and bartends) by Pierro, who moved from Italy to New Hampshire in the 70's, I have never eaten a disappointing bite as this incredible restaurant! Definitely make reservations, and don't be put off if Pierro yells at you on the phone, he is so nice when you come in! 603-526-2033

There are also many restaurants in surrounding towns (Hanover, Lebanon and Norwich) so ask for more recommendations if you are curious!

Grocery Shopping

Hannafords: the only supermarket in town. Located in the shopping center on Newport Road. They have good organic options as well as beer and wine. (hard alcohol can be purchased at the attached state liquor store)

Spring Ledge Farm Stand: Right across from the theater, this place has great fresh veggies and fruit as well as home-made bread, cheeses and baked goods!

Other Shopping:

Colonial Pharmacy: In the shopping plaza on Newport Rd, this is the closes place for all pharmacy needs as well as the everyday basics.

There are LOTS of adorable little stores in New London, and we encourage you to check them all out!! Some favorites on Main Street are **OMG Boutique**, **Artisans** and **Morgan Hill Book Store**.

