



MOUNTAIN
THEATRE COMPANY
— EST. 1938 | HIGHLANDS, NC —

Hello 2022 Summer Company,

Welcome! We are so thrilled to have you in our mountain town of Highlands, North Carolina. Below you will find useful information regarding your stay during your contract.

MOUNTAIN THEATRE COMPANY STAFF

Executive Artistic Director - Scott Daniel

Marketing & Outreach Director - Lindsey Garner Hostetler

Company Manager - Emanuel Carrero

MOUNTAIN THEATRE COMPANY ADDRESS

362 Oak Street

Highlands, NC 28741

HOUSING

All housing is located no more than 35 minutes from the Playhouse. Each company member will have their own room with a shared common space. You will receive information on how to enter company housing upon arrival. Towels, pillows, linens, full working kitchen, and washer/dryer services will all be available for your use. Every cast house should also be equipped with wifi. Keep in mind, we are in the mountains and the signal/service is not always spot on. We ask that all company members be respectful of your housemates as well as the surrounding neighbors. Please no large gatherings or parties. Please keep all common areas clean. If your housing does not have waste pick up, you may drop off your waste/recycling at BUCK CREEK CONVENIENCE CENTER (10333 Buck Creek Rd, Highlands, NC 28741). Please do not throw your garbage in the theater garbage bins as they will fill up space for facility needs. Pets of any kind are NOT allowed to stay in company housing. Make sure to fully lock the company house whenever you are not there. If you are having a guest visit during the show, we ask that you please set up other accommodations for them while they are here. Mountain Theatre Company does not allow anyone to stay over in company housing who is not a part of the production. These properties are rented and allocated for the specific number of people we have assigned to them. MTC has signed rental agreements with the homeowners and we are liable for anything that could happen to the property. Mountain Theatre Company at Highlands Playhouse is not responsible for any lost or

stolen items. For housing issues please contact company management at emanuel@mountaintheatre.com or text 407-485-2147.

GROCERY

Grocery runs may be scheduled between housemates that have transportation. If the housemate with the vehicle is not available to make a grocery run, please let company management know and we will do our best to schedule transportation to grab groceries. Below is a list of the grocery stores located within the Clayton/Franklin area, as well as the little towns in between like Rabun, Dillard, and Otto.

Close to Franklin:

Walmart - 273 Commons Dr, Franklin, NC 28734.

Ingles - 1257 Georgia Rd, Franklin, NC 28734

Food Lion - 245 Macon Plaza Dr, Franklin, NC 28734

Close to Dillard/Rabun:

Piggly Wiggly - 7110 A Hwy 441 N, Dillard, GA 30537

Osage Farm (Best Fruits and Veggies you'll get!) - 5030 US-441, Dillard, GA 30537

Close to Clayton:

Ingles - 176 US-441, Clayton, GA 30525

Walmart - 1455 US-441, Clayton, GA 30525

RESTAURANTS

Below is a list of restaurants located in Franklin

Brooklyn Bagels - 43 Phillips St, Franklin, NC 28734

828 cafe - 228 NE Main St, Franklin, NC 28734

Boone Thai Restaurant (Take-Out Only) - 553 Highlands Rd, Franklin, NC

28734 Thai Paradise - 3078 Georgia Rd, Franklin, NC 28734

Asian King Chinese Buffet and Sushi Bar - 109 Commons Dr, Franklin, NC

28734 Sakura - 57 Highlands Rd, Franklin, NC 28734

Caffe Rel - 459 E Main St, Franklin, NC

Mi Casa Mexican Restaurant - 788 E Main St. Franklin, NC 28734

Huddle House - 914 Georgia Rd, Franklin, NC 28734

Below is a list of restaurants located in Clayton

Fortify Kitchen & Bar - 69 N Main St, Clayton, GA 30525

Laguna Mexican Restaurant & Bar - 88 N Main St, Clayton, GA 30525

Clayton Cafe & Market - 50 N Main St, Clayton, GA 30525

Universal Joint - 109 N Main St #4296, Clayton, GA 30525

Huddle House - 143 Hwy 441 N, Clayton, GA 30525

Waffle House - 537 US-441, Clayton, GA 30525

Mamma G's Italian Resturant - 777 US-441, Clayton, GA 30525
The Rusty Bike Cafe - 733-743, GA-15, Clayton, GA 30525
Pizza Hut Classic - 248 Hwy 441 No, Clayton, GA 30525

Below is a list of restaurants located in Rabun/Dillard/Otto:

The Dillard House - 768 Franklin St, Dillard, GA 30537
Julep Kitchen - 500 GA-246, Dillard, GA 30537
Annette's Cafe - 6798 US-441, Dillard, GA 30537
The Hush Cuban Cafe & Oyster Bar - 7052 US-441, Dillard, GA 30537
La Cabana Mexican Restaurant - 7052 US-441, Dillard, GA 30537
Los Arcos - 7110 Highway N, Dillard, GA 30537

FAST FOOD

Below is a list of fast-food chains located in Franklin.

Taco Bell - 6 Hyatt Rd, Franklin, NC 28734
KFC - 441 Holly Springs Plaza, Franklin, NC 28734
Bojangles - 60 Hunnicutt Lane, Franklin, NC 28734
McDonalds - 329 Franklin Plaza, Franklin, NC 28734
Sonic - 77 Sawmill Village, Franklin, NC 28734
Wendy's - 1046 Georgia Highway, Franklin, NC 28734
Zaxbys - 1381 Georgia Rd, Franklin, NC 28734
Dunkin - 917 US-441 Suite 1, Franklin, NC 28734
Burger King - 130 Westgate Plaza Rd, Franklin, NC 28734
Subway - 390 Westgate Plaza, Franklin, NC 28734

Below is a list of fast- food chains in Clayton.

Taco Bell - 303 Hwy 441 N, Clayton, GA 30525
Burger King - 73 Rickman St, Clayton, GA 30525
Wendy's - 38 Rickman St, Clayton, GA 30525
McDonalds - 201 Chechero St, Clayton, GA 30525
Dairy Queen - 33 Hwy 441 N, Clayton, GA 30525
Checkers - 12 Bo James St, Clayton, GA 30525
Zaxby's Chicken & Buffalo Wings - 43 Bo James St, Clayton, GA 30525

HIGHLANDS AREA RESTAURANTS & COFFEE SHOPS

Most restaurants and shops are located on the Highlands Main Street. Below are some of the restaurants in the area.

Los Vaqueros Mexican Restaurant (\$) - 30 Dillard Rd, Highlands, NC 28741
The Ugly Dog Public House (\$) - Highlands: 294 S 4th St, Highlands, NC 28741
Asia House (\$\$) - 151 Helens Barn Ave, Highlands, NC 28741
Mountain Fresh Grocery (\$\$) - 521 Main St, Highlands, NC 28741
Midpoint Highlands (\$\$\$) - 332 Main St, Highlands, NC 28741
Four65 Woodfire Bistro + Bar (\$\$) - 465 Main St Box 2130, Highlands, NC

28741

Highlands Burritos (\$) - 226 4th St, Highlands, NC 28741

Blue Bike Café (\$) - 423 N 4th St, Highlands, NC 28741

Black Bear Breakfast and Lunch (\$) - 137 Main St, Highlands, NC 28741

4118 Kitchen + Bar (\$) - 64 Highlands Plaza, Highlands, NC 28741

Bridge at Mill Creek (\$\$) - 445 N 4th St

Highlands Smokehouse (\$\$) - 595 Franklin Rd, Highlands, NC 28741

Caulders Coffee Café (\$) - 384 Main St, Highlands, NC 28741.

Kilwins Chocolate & Ice Cream Shop - 341 Main St, Highlands, NC 28741

High Dive (CAST HANGOUT) - 476 Carolina Way, Highlands, NC 28741

***Please Note: We are in a small mountain town, so establishments do close early. Be sure to check hours and/or call before traveling.**

PAYROLL

You will receive weekly payments every Friday. Your checks will be distributed by the Company Manager. If there are any discrepancies with your pay, please let the Company Manager know asap. *Make sure to have your reimbursements in on the first day of rehearsal so we can get those processed and paid.*

MAIL AND DELIVERIES

If you need to have something mailed to you during the contract please send them to PO Box 896 Highlands, NC 28741. Mail is collected on Wednesday and Sunday of each week. For gift deliveries (ex: flowers, etc) please send them to our physical address at 362 Oak Street, Highlands, NC 28741.

THINGS TO DO

Hikes and waterfalls are EVERYWHERE! Be sure to download the All-Trails APP to search for specific trails & waterfalls.

More info on things to do will be given at the welcome meeting on the first day of rehearsal. Summer is full of activities from white water rafting, aerial parks, mountain coasters, kayaking, swimming, botanical gardens, breweries, wineries, etc. Please explore safely!

COVID-19 POLICY

All company members of MTC are required to have proof of COVID-19 vaccination before employment can begin. MTC follows any state or local guidelines when it comes to mask mandates and covid-19 policy. Currently, the town of Highlands does not have a mask mandate, however, we ask that you please exercise caution when out and about in town or on days off. We want to make sure everyone stays safe and healthy during the run. If there are any questions or concerns about the covid-19 policy please contact company management.

EMERGENCY SERVICES

In the event of a life-threatening emergency please contact 911. In the event of

sickness, pain, etc. please contact company management as soon as possible. Below are the three closest hospitals in the area.

Angel Medical Center Emergencies: 120 Riverview St, Franklin, NC 28741

Highlands-Cahiers Hospital: 190 Hospital Dr, Highlands, NC 28741

Mountain Lakes Medical Center - 162 Legacy Point, Clayton, GA 30525

DRUG AND ALCOHOL ABUSE

MTC is committed to providing a safe work environment for all contractors and employees. To provide this environment, MTC expressly prohibits the use, possession, manufacture, or distribution of illegal or unauthorized substances on MTC property including company housing. Possession of alcohol or drugs on company property may result in disciplinary action up to and including termination.

ATTENDANCE/TARDINESS

MTC at The Highlands Playhouse works under Actors Equity Association rules and regulations. Employees are expected to report to work whenever scheduled and be ready to work at the designated start time and after breaks. Failure to report to work without notifying stage management or executive staff will result in disciplinary action and/or termination.

REPORTING ON-THE-JOB INJURIES, ACCIDENTS, & EMERGENCIES

Should a team member be injured on the job, they must report the incident to MTC management immediately. Failure to report an on-the-job injury could result in a loss of workers compensation benefits coverage. Should a work-related inquiry require medical treatment, company management will arrange for you to see a physician. If the physician determines that you cannot return to work that day, you will be paid at the applicable rate of pay for the remainder of the day. If you require emergency treatment and MTC management is not present, DIAL 911 or ask another company member to DIAL 911. Company Management will work with you following the incident to complete an incident report for insurance purposes.

GYM/RECREATION FACILITIES

As a current company member, you are given free admission to the Highlands recreation center located at 600 North 4th Street, Highlands, NC 28741. When you arrive, go to the front desk, and give them your name and your Mountain Theatre Company/Highlands Playhouse affiliation. You will be given a key fob that will give you 24/7 gym access. Facilities also include an indoor pool that you may use pending pool house hours. ***Please note: The gym is in Highlands and not near company housing.**

GREEN ROOM/DRESSING ROOMS

The green room and dressing rooms are located in the annex building next to the theater. You will be given a personal digital code to enter the greenroom and dressing spaces. The green room is equipped with a full-size refrigerator, microwave, coffee pot,

toaster oven and sink. Please take your items from the refrigerator at the end of each week, or it may be thrown away. Please keep the green room and dressing rooms as clean as possible, as they are a shared space with company members and MTC staff. ***Please note: The washer and dryer in the green room are for costume items ONLY. Please do not use them for personal laundry.**

CALLBOARD

The callboard is in the Green Room. This is where the sign-in sheet is located (please sign in each day). There will also be a costume repair sheet on the callboard. Please do not add anything to the call board as it is for theater business.

PARKING

During rehearsals, you are welcome to park in the theater parking lot. During show/private event nights, please park in another space in town as they are reserved for patrons seeing the show. There is plenty of parking behind the police station next to the theater as well as multiple spaces within town.

COMP TICKETS

Each company member will be allowed 2 complimentary tickets. Any additional requests will be at the discretion of the Executive Artistic Director. To reserve tickets for family and friends, please create an online profile via our on our websites ticketing system. You can reserve your own comp tickets directly from your computer or mobile device. More information on this will be available at the first rehearsal.

HELPFUL TIPS AND TRICKS FOR MOUNTAIN LIFE

- > If you need to fill-up on gas, make sure to do so next to cast housing as gas will be more affordable there.
- > Watch out for bears! Please practice caution when entering and leaving any spaces. DO NOT leave food, sweets, garbage, etc. outside or in your car as it will attract bears.

HAVE FUN! We can't wait to have you at the historic Highlands Playhouse!