

DRAFT

Diana Wortham Theatre Rental Guidelines and Policies

GENERAL:

Personnel and equipment safety are the Diana Wortham Theatre's (DWT) first consideration. DWT's Production Coordinator is the only authority for decisions regarding safety. Any condition which, in the judgment of DWT's Production Coordinator, creates a risk for persons or equipment will be corrected.

A representative of the renter, preferably a Production Manager knowledgeable of the contract and all conditions of the agreement, shall be present and responsible whenever activity is taking place in the theatre, i.e. a 'decision maker' needs to present.

Only DWT's House Crew will be allowed to open theatre doors to let audience in. Opening of House will be coordinated through House Manager.

The handicapped seating area is reserved. This area can only be used to accommodate audience members with special needs. It is not to be used for storage, displays, video recording or other equipment.

No food or drinks are allowed in the house; includes during set-up, rehearsals, and show.

Only persons employed by DWT shall operate house equipment. This includes, but is not limited to, lighting, sound, rigging, follow spots, clear-com, fly system, curtains.

Only DWT employees are allowed on catwalks. Only those persons approved by Production Coordinator may have access to sound, lighting or projection booths.

The Production Coordinator must receive all advance technical information, including but not limited to lighting, sound, scenery requirements, and specific scheduling no later than 30 days prior to the schedule event.

Any person who, in the judgment of DWT's Production Coordinator, is working in a hazardous manner or under the influence of alcohol or drugs will be required to leave the theatre.

Work calls, including load-in and focus, may not occur simultaneously with rehearsals.

DWT's staff will work to satisfy requests of a Production Manager but we are unable to take any artistic responsibility for a rental production.

STAFF:

Number of staff necessary to support an event will be mutually agreed between Renter and DWT's Production Coordinator. In general, a minimum crew for an event/production is three: one light board operator, one sound operator, and one deck hand. One of these crew members also serves as Production Coordinator/Technical Director.

Ushers: The renter is required to provide six to eight volunteer ushers who are at least 18 years old to assist the DWT's house manager. Volunteer ushers are to check in with DWT's house manager one hour prior to start of the performance/event. Ushers are here for public safety as well as ticket taking and therefore must remain throughout the entire event. Should a renter not be able to secure volunteers, the theatre must be notified at least two weeks in advance so that paid ushers can be secured at the renter's expense.

Stage Manager: Renter must provide a production stage manager to "call the show".

Tuning of piano will be performed by DWT's Piano Tech only. Tuning is at the expense of the renter.

LABOR RULES

While a renter's event may be just a once-a-year occurrence or a few times a year, the DWT's crew and staff are working multiple events throughout the year. Renters may be willing to work on their events for long hours without a break, but it is not fair or safe to ask the crew to do the same. Therefore, the following labor rules are in place to insure crew members are given adequate breaks, receive sufficient sleep, and work in a safe environment.

Renters should keep these policies in mind when developing production schedules in the theatre.

- **Meal Breaks** – DWT staff may not work more than five hours without a one-hour meal break. A meal break is either a one hour unpaid or a half hour paid. If a meal break is not provided, the renter will be charged an additional hour of labor for each staff person denied a meal break

For example, if you need 7 hours in the theatre, do not make a schedule based on the assumption that you can work straight through from 3pm to 10pm. Rather, set the schedule to begin at 2pm, break for dinner from 6-7pm, and then work from 7-10pm.

- **Minimum Call** – a minimum call is four hours. If a break is given of more than 3 hours, the time worked before and after the break is considered two separate calls and each is a minimum of four hours.

For example, if you set your schedule so that crew is in the theatre from 10am to 12noon, and then not called back until 4pm, the first work session would be billed at a minimum of four hours. It is not fair to the crew worker to give up an entire day, for just a couple hours of work in the morning.

- **Nighttime differential** – any hours worked after 12 midnight and before 7am shall be billed at the over-time rate.
- **Short turnaround** – for reasons of safety, no crew member should be expected to have less than 10 hours off between the end of one day and the beginning of the next, i.e. if a call ends at 12 midnight one night, that crew member should not be expected to return to work earlier than 10am the next day. If there is less than a ten hour turnaround, overtime charges will incur.
- **12 Hour Notice of call change** – there should be a minimum 12 hours of notice of any change to the next day's call schedule. Without this notice, crew may not be available.
- **Breaks** – a 15 minute break will be given at least every three hours between meal breaks.

EQUIPMENT:

For a complete list of equipment available with the rental of the space see the DWT's website under Rental Information.

Lighting: DWT will set up a very general "rep plot" consisting of down light and front light. (For dance programs we will add side light). If this is not adequate for an event, the renter must provide specific lighting information no later than three weeks prior to the event. DWT's staff will work with your needs but cannot serve as your lighting designer.

Sound: The DWT has limited capability to provide sound reinforcement for live bands or concerts. For those type events a sound company may be needed.

Projection Equipment: DWT does not provide video projection equipment; arrangements for rental of this equipment can be made with adequate notice.

COSTS AND CANCELLATION:

If you are forced to cancel the scheduled event, please notify the DWT in writing as early as possible. Failure to provide a cancellation notification **10 working days** before the event **may, at our discretion,** result in a charge to you for crew costs. Cancellation less than 24 hours before the event or no-shows **will** incur charges for scheduled crew. This includes set-ups, load-ins, rehearsals, work calls, shows, etc. Reminder: your deposit is non-refundable.

Renter will be billed for labor necessary to strike production and restore facility to pre-event condition.

Properties, equipment and other show related materials may not be dropped off early or left in DWT after a production. DWT takes no responsibility for and will assess storage fees on materials in the theatre before and after the rental period.

Excessive housekeeping charges will be passed on to the Renter.

PARKING:

The parking deck attached to Pack Place is privately owned and therefore the DWT cannot validate parking tickets from this deck. Metered parking in Asheville is charged from 8am to 6pm, Monday through Saturday. Outside those hours, on-street parking is at no-charge.

Parking in the Pack Place Loading Dock is by permission of the DWT Production Coordinator only..

TICKETING:

Renters are required to use the Pack Place box office for all ticketing. Tickets can be provided to the renter for off-site sales at a minimum charge. You may not print or sell your own tickets. Any exceptions to this policy can be made by the DWT managing director only, and if granted will require payment in full of all estimated charges in advance of your event.

RATE SUMMARY:

For shows in the Diana Wortham Theatre, a minimum crew is required as listed above. The Production Coordinator will determine the full staff necessary to present your event. Final costs will depend upon the time period and complexity of the individual show's setup, execution and strike. You will be responsible for any overtime incurred by the crew. Minimum call is 4 hours and no more than 5 hours between meal breaks. Excessive housekeeping charges will be passed on to the renter.

Theatre Rent:

Performance	\$600.00
Second Performance Same Day	\$400.00
Rehearsal/Workshop/Presentation	\$400.00

Box Office Charges

Set-up Fee	\$ 50.00 per ticketed performance/event
Ticket Processing	\$ 0.50 per ticket sold
	\$ 0.10 per consigned/complimentary ticket
Credit Card Fees	3.6% for MasterCard or Visa
	3.9% for American Express
	2.6% for on-line sales

Labor Fees:

Production Coordinator	\$ 23.00 per hour for first 8 hours in a day, \$ 34.50 per hour thereafter
Theatre Technicians	\$ 17.00 per person/hour for first 8 hours in a day \$ 25.50 per hour thereafter
Follow-spot	\$ 5.00 per hour of usage surcharge

Building Manager	\$ 15.00 per hour
House Manager	\$ 12.00 per hour
Ushers	\$ 10.00 per hour – if volunteers not provided

Facility Fee: For Capital Improvements/Repair	\$ 0.50 per ticket sold at \$15.00 or higher \$ 25.00 per event for non-ticketed events
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Merchandise Commission	15% of all sales
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Receptions: pre/post-performance receptions can be scheduled in either the theatre's lobby or The Forum off the main lobby, however additional rental and labor charges may be incurred based on the nature of the event.

09/01/11 JWE