

Diana Wortham Theatre Rental Guidelines and Policies

GENERAL:

Personnel and equipment safety are the Diana Wortham Theatre's (DWT) first consideration. DWT's Technical Director and Production Manager are the only authorities for decisions regarding safety. Any condition which, in the judgment of DWT's TD & PM, 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.

Only snacks or drinks from the DWT concession stand 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 Technical Director and Prod. Manager may have access to sound, lighting or projection booths.

The TD 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 Technical Director/Production Manager, 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 an outside 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 Technical Director. In general, a minimum crew for an event/production is three to four: one light board operator, one sound operator, one deck hand, and if needed one fly rail hand. One of these crew members also serves as Technical Director.

Ushers: Renter can hire DWT ushers or you can provide your own. If renter provides volunteer ushers, you are required to provide a minimum of eight volunteer ushers who are at least 18 years old to assist the DWT's house manager. If you provide less than the recommended amount of ushers, you will be charged a fee of \$12 per usher at a minimum call of 4 hours. Volunteer ushers are to check in with DWT's house manager one hour prior to start of the performance/event. Please note that Ushers are required to sit in special theatre locations. To help you avoid being charged an extra cleaning fee, Ushers are

expected to assist in removing programs, solicitation material and other items left behind in the theatre at the end of your 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 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 overtime 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 DWT Loading Dock is by permission of the DWT Technical Director only.

TICKETING:

Renters are required to use the DWT box office for 100% of ticketing. No events will be permitted to self-ticket or use outside ticketing services such as EventBrite, Groupon, etc. Ticketing will not be processed until contract and deposit are received. A deposit in the amount of the rental fee is required before tickets can be put on sale. Tickets are available by phone or walkup box office located at 18 Biltmore Ave. Tickets are also available for purchase online through website at dwttheatre.com.

SUMMARY:

For shows in the Diana Wortham Theatre, a minimum crew is required as listed above. The DWT Technical Director 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.