

# Cache Valley Center for the Arts & Ellen Eccles Theatre TECHNICAL RIDER REPORT & ESTIMATE

This Document, along with the Rental Agreement # \_\_\_\_\_,  
& an attached Technical Expense Estimate,  
when signed by the Project Contact named herein,  
will represent an agreement between Cache Valley Center for the Arts (CVCA)  
and \_\_\_\_\_ (RENTER),  
regarding the use of the Ellen Eccles Theatre and other facilities operated by CVCA  
for RENTER'S upcoming production of \_\_\_\_\_.

## PART 1: POLICIES

### **Ellen Eccles Theatre General Policies:**

- Hours of operation are from 8:00am -12:00am Monday through Saturday.
- RENTER will receive the Ellen Eccles Theatre in "House Condition", as described in the EET Tech Pack, unless otherwise arranged.
- CVCA's personnel can work on **CVCA equipment and facilities only**, to the point where they interface with RENTER'S equipment.
- RENTER has supervised access to the Ellen Eccles Theatre's full technical inventory as inventoried in the EET Tech Pack, at no additional cost, except for certain items described below in "Rentals".
- RENTER may have certain items relocated. RENTER may re-focus, re-color, and add to the House Light Plot. RENTER **may not** otherwise alter or "re-hang" the House Light Plot.
- CVCA cannot allow any type of amateur pyrotechnic, gunfire, flying effect or hazardous material.
- CVCA remains free and clear of liability regarding a RENTER'S properties.

### **Labor Policies:**

- Crew Calls and Production Schedule should be determined by RENTER and CVCA's *Technical Director* at completion of this document, or during other show advancing, and at least 1 week in advance.
- CVCA provides personnel to run CVCA equipment.
- CVCA cannot provide Truckloaders, Carloaders, Heavy Lifters, Carpenters, Props Crew, Wardrobe Crew, Design, Stage Management, or any other non-venue-related service.
- CVCA's *Technical Director's* services are provided at no charge.
- A *Production Coordinator*, at minimum, must be present during all on-site RENTER activity. The *Production Coordinator* has authority to make decisions on behalf of CVCA's *Technical Director*.
- Breaks will be determined by *Technical Director* and/or *Production Coordinator*.
- A minimum 15 minute break is required between Calls.

- **Labor Positions Described:**

- **Production Coordinator:** The “go-to” on-site supervisor. Has the authority to make decisions on behalf of CVCA’s *Technical Director*.
- **Deck Manager:** Calls CVCA’s *Run Crew*’s cues during Performances or Rehearsals at the Ellen Eccles Theatre when necessary. Is not a replacement for the RENTER’S Stage Manager or person that “knows the show”. CVCA’s *Deck Manager* cannot “learn the show”. Companies with complex needs will usually employ a Stage Manager.
- **Electrician:** Sets up, runs, programs, and maintains CVCA’s lights, lighting console, follow spots, cabling, and electronic devices. Can interface RENTER’S item with CVCA’s electrical systems. Cannot “learn and design” a show. Can write simple lighting cues independently, within reason, during a rehearsal.
- **Fly:** Manages rail operation, weight loading, rigging, electrical hang, drapery hang, and Grand Drape operation.
- **Stagehand:** Manages moving and setup of CVCA’s physical properties. Can help RENTER push, roll, lift into place, hold, and do some “loose-pin-hinge” type assembly. Will not cut, drill, screw, nail, bolt, weld, staple, paint, alter or assemble any item provided by RENTER. *Stagehands* can “swing” to other departments as determined by *Technical Director* or *Production Coordinator*.
- **Sound Engineer:** Manages the use and run of CVCA’s sound equipment. Can cable a RENTER’S item that interfaces with CVCA’s sound system.

Any further services provided by CVCA are at the sole discretion of CVCA, CVCA’s Technical Director, or a CVCA Production Coordinator.

**Labor Costs:**

- Show Calls are billed at a flat rate of \$50 per position.
- Production Coordinator rate is \$16 per hour.
- Rate for all other positions is \$14 per hour.
- There is a 2-hour minimum on Work Calls & Rehearsal Calls.

**Rentals:**

- CVCA may rent equipment on behalf of RENTER for a charge of cost + 10%.
- The Grand Piano may be rented for \$250 per day. Tunings will be charged to RENTER at cost + 10%.
- The Marley Dance floor may be rented for a one-time-per-Production fee of \$150. Labor and tape will be billed to RENTER at cost.
- The LeMaitre Radiance water-based hazer may be rented for \$25 per day.

**Additional Expenses:**

- CVCA will provide general in-stock theatrical supplies, at cost.
- A \$100 fee will be assessed for work or facility access between 12am and 8am, per hour, at the top of each hour.

**PART 2: PRODUCTION INFORMATION**

**Project Contact (s) with Fiscal Authority:**

**Must have fiscal decision making authority, and must be onsite or have a designee onsite at all times during RENTER’S residency in the theatre.**

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Designees:**

\_\_\_\_\_

**Must have on-site authority over RENTER decisions, or direct contact with the appropriate Project Contact(s).**

**Schedule:**

Auditions: \_\_\_\_\_

Facility Walk-Through: \_\_\_\_\_

Wardrobe/Shop Use: \_\_\_\_\_

Load-in: \_\_\_\_\_

Load Out: \_\_\_\_\_

Annex Rehearsal: \_\_\_\_\_

Stage Rehearsal: \_\_\_\_\_

Tech/Dress Rehearsal: \_\_\_\_\_

Dark Days: \_\_\_\_\_

Photo Calls: \_\_\_\_\_

Classes, Cast Parties, related events at CVCA: \_\_\_\_\_

Performances: \_\_\_\_\_

Sound/Video recording or Photography by professional: Yes  No

If yes, Location: \_\_\_\_\_ Who? \_\_\_\_\_

Sound/Video recording or Photography allowed by audience members? Yes  No

Live orchestra? Yes  No      Piano rental needed? Yes  No

If yes, please complete attached Piano Rental Form.

# Cast & Crew / Volunteers: \_\_\_\_\_

Animals/Special FX/Other: \_\_\_\_\_

Will performers go into the lobby after the show?  Yes  No

Technical Director/Scenic Designer/Foreperson: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Stage Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Lighting Designer/Engineer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sound Designer/Engineer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **PART 3: TECHNICAL EXPENSE ESTIMATE**

Attach spreadsheet.

### **PART 4: AGREED TO AND ACCEPTED**

\_\_\_\_\_  
RENTER, Project Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
CVCA Technical Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
CVCA Executive Director

\_\_\_\_\_  
Date

*Updated 1/5/13*