

# **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 provides skilled personnel to work on **CVCA equipment and facilities only**, to maintain working conditions, and to interface with RENTER'S equipment.
- RENTER has supervised access to the Ellen Eccles Theatre's full technical inventory as described 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 and is hereby absolved of any liability regarding a RENTER'S properties.
- 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.

### **Labor Policies:**

- CVCA's *Technical Director's* services are provided at no charge.
- A *Production Coordinator*, at minimum, must be present during all on-site RENTER technical activity, as determined by CVCA. The *Production Coordinator* has authority to make decisions on behalf of CVCA's *Technical Director*.
- CVCA provides personnel to run CVCA equipment, and cannot provide Truckloaders, Carloaders, Heavy Lifters, Carpenters, Props Crew, Wardrobe Crew, Design, Stage Management, or any other non-venue-related service.
- CVCA shall provide 1 technician in each active department when scheduled (Lighting, Sound, Fly, and Weight), in addition to the Production Coordinator.
- Staff may swing to other departments and take cues as determined by CVCA.
- Breaks will be determined by *Technical Director* and/or *Production Coordinator*.
- A minimum 15 minute break is required between Calls.

## **Labor Costs:**

- Production Coordinator rate is \$17 per hour.
- Rate for all other positions is \$15 per hour.
- All positions but *Production Coordinator* may have show cues.
- During work & run, rate totals will range from \$17 per-hour to \$77 per-hour.
- There is a 2-hour minimum on Work Calls & Rehearsal Calls.
- *Technical Director* can provide expense reports as needed.

## **Labor Positions Described:**

- ***Production Coordinator:*** The “go-to” on-site supervisor. Has the authority to make decisions on behalf of CVCA’s *Technical Director*.
- ***Lights:*** Manages CVCA’s lighting equipment. Can interface RENTER’S items with CVCA’s electrical systems. Cannot “learn and design” a show. Can write simple lighting cues independently, within reason, during a rehearsal, limit 50 cues.
- ***Sound:*** Manages CVCA's sound equipment. Can interface RENTER's items. Can engineer a show with EET equipment.
- ***Fly:*** Manages the fly system.
- ***Weight:*** Manages counterweight for the fly system.
- **Any crew for anything else should be provided by the RENTER.**

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

## **Rentals:**

- CVCA Equipment rentals include setup and restore labor.
- 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. Tape will be billed to RENTER at cost.
- The LeMaitre Radiance water-based hazer may be rented for \$25 per day.
- CVCA may rent equipment on behalf of RENTER for a charge of cost + 10%.

## **Additional Expenses:**

- CVCA will provide general in-stock theatrical supplies, at cost. Other materials will be billed to RENTER.
- Pre-arranged setup fees may apply.
- Restore fees may apply.
- Repair or damage fees may apply.
- Overtime pay will apply for over 40 hours per week.
- 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 on-site or have a designee on-site for all billable hourly work 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: \_\_\_\_\_

Meetings: \_\_\_\_\_

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 10/25/14*