

Contract Technical Rider

St. Joseph High School will provide the renting organization the below listed facilities for the dates indicated on the foregoing contract pages for the purpose of presenting the indicated production.

For Rehearsals: Auditorium and stage
Dressing rooms in stage area
Auditorium lobby
Auditorium projection booth

For Performances: Auditorium and stage
Dressing rooms in stage area
Box Office
Public Restrooms
Auditorium Lobby
Auditorium Projection Booth

Auditorium projection booth is available **only** if Technical demands of the production require its use. Access to the projection booth is limited to those production staff members whose presence is required to operate equipment in this area.

Additional Facilities for dressing areas, warm-up, etc., may be rented as part of this contract and will be charged at the prevailing rate(s). These Facilities (are) will be indicated on the accompanying contract forms.

I. FOOD AND BEVERAGE

Food and Beverages are not permitted onstage or backstage, or in the Auditorium seating area **AT ANY TIME**. Alcoholic beverages and smoking are not permitted on any school grounds, per state law. It is the responsibility of the renting organization to assure that these restrictions are followed both by the production staff and the audience of the presentation.

The following are the sole responsibility of the renting organization:

- A. Personnel for the load-in and tear-down of the presentation
- B. Crowd Control (i.e., Box office, coat check, Ticket takers and ushers) and Personnel
- C. Removal of all organization production materials immediately following the final performance. SJHS will **not** be responsible for material left behind. **IT WILL NOT BE SAVED**
- D. Lobby refreshments and personnel
- E. Scenery, properties, costumes, etc., for the presentation

The renting organization must provide an individual thoroughly familiar with the technical requirements of the presentation (Stage Manager). This person will “call” all the lighting, Sound, and other cues for rehearsals and performances and will be the individual to whom the technical staff will be responsible. **At no time** will the SJHS technical staff be expected to “call their own” cues from show manuscript, score, or any other means.

II. EQUIPMENT PROVIDED

- A. St. Joseph Auditorium will provide the renting organization with a bare, clean stage, wing, and loading dock areas; clean, stocked dressing rooms and a clean walkway through the workshop.
- B. Because the workshop also serves as the auditorium's only work area, every effort will be made to make as much room as possible, but no storage, "green room" or additional dressing areas can be guaranteed.
- C. St. Joseph Auditorium will provide all equipment listed on the specification sheet. Every effort will be made to have the lighting hung and rough-focused, sound equipment placed and checked, and draperies flown prior to the renting organization's arrival, if time permits and the lighting and sound plots have been made available to the manager at least 4 weeks prior to the organization's arrival.
- D. Any additional equipment needed by the renting organizations because of technical riders or special requirements are the responsibility of the renting organization.
- E. All scenery, platforms, properties, costumes, risers, and musicals equipment belonging to St. Joseph Public Schools which are not included on the specification sheets are specifically NOT for the use of renting organizations, unless detailed otherwise in the contract forms. This includes technical production materials such as lumber, painting supplies, gel, tools, etc. If items such as the above are desired for the presentation and additional fees, if any, will be added to the rental agreement.
- F. Operation of all equipment belonging to St. Joseph Auditorium is to be used by St. Joseph technical staff ONLY.

III. PERSONNEL

All personnel required for the rental period are not included in the rental cost. The renting organization will pay the additional cost to St. Joseph Public Schools, not directly to the personnel. The following personnel are required for the entire rental period:

- A) Auditorium Manager: \$30.00/hr.
- B) Custodian: Weekdays, Straight time; Weekends, time plus one-half. St. Joseph Public Schools reserves the right to assess additional charges for set-up and/or tear down.
- C) Technical staff as needed: Minimum wage plus \$1.00 per hour per staff member. The decision on how many staff will be needed for an efficient, safe operation of equipment is solely at the discretion of the Auditorium Manager.