

# Technical Rider Agreement regarding use of facilities, backstage regulations and guidelines

The Theatre crew is comprised of both professionals and advanced tech students; they are considered non-union stagehands. The following rules are strictly enforced for the protection of both workers and performers.

1. All Theatre crew members are hired with a 4-hour minimum call.
2. The Theatre crew requires a 1-hour meal break after 5 continuous hours of work. If required to work beyond 5 hours, all crews are paid at double their regular rate for all time beyond 5 hours until a 1 hour break is received. Please plan your load-in and rehearsal times with this in mind. After 8 hours, the crew will be paid time and a half.
3. There is an 11:00 P.M. curfew for all load-ins and rehearsals. This means stopping a minimum of 10 minutes before 11:00 P.M. to clean up so that the building is **completely clear** by 11:00 P.M. The only exceptions are post-show strikes and occasional load-ins delayed by a prior event and then only by prior arrangement with the Theatre Manager.
4. Only the Theatre crew is allowed to operate the light board, follow spots, sound console, lock rail and loading bridge. You may supply your own scenery movers, prop people and wardrobe people.
5. Servite Theatre is technically a "road house," which means all shows coming in are supposed to be totally self-contained. The Theatre normally provides general area lighting, sound reinforcement and flying of existing drapes as part of our services. Any technical requirements beyond these standard setups must be pre-arranged a minimum of 2 weeks prior to the event date with the Theatre Manager, this includes any special lighting, follow spots, sound effects and tapes, flying of additional scenery and drops or assistance with set construction and/or finishing details.
6. Theatre crew heads (lighting, sound, carpenter and props) don't design your lights, make a sound tape, fabricate rigging, or assist with finishing set details. You must contract each of them separately and agree upon an additional fee for the work at least two weeks in advance (4 weeks preferred) before your event loads in. You may call the Theatre Manager to make arrangements.
7. On stage safety is critical. If there is any doubt about the safety of scenic elements (special lighting fixtures, flash pots, stairs or ramps, elevated platforms, scenery rigged to fly, etc.), please discuss with the Theatre Manager prior to the event. If scenic elements arrive at the Theatre that were not thoroughly discussed ahead of time with Theatre Manager and are deemed unsafe, they will not be allowed to go on as is. They will be either repaired or not used.
8. Open flames (including handheld candles), firearms, live explosives and lasers are not allowed in Theatre except in very specific, carefully controlled circumstances and never without the prior approval of the Theatre Manager.
9. It is extremely helpful to Theatre crew if you limit the number of people in charge to one stage manager or, at most, one person each for lights, sound, and rail cues. A script or program clearly marked with lighting, sound, scene changes and fly cues is very helpful. If your event is technically complicated, separate scripts or programs should be clearly marked for each person, i.e.. lights, sound, follow spots and fly cues.
10. To protect the audience seating, carpeting and backstage areas, the auditorium and stage areas are off limits for food, drinks and smoking. Any damage to carpets, walls, mirrors, seats, etc., on stage, in dressing rooms, halls and audience, will be billed to the event. Only water is allowed in dressing rooms.

11. The following equipment may not be removed from its permanent positions: main curtain, movie screen, all 4 electrics and sky drop. Excessive damage to the stage floor or walls will be billed to the event at cost.

12. Storage space is not available before or after your event. The Theatre has small storage spaces that are generally available for limited storage during your events scheduled time in the building. Without prior arrangement, nothing can be left anywhere in the Theatre for late pickup. Everything must go out during your strike. If you have storage questions or problems, consult with the Theatre Manager well in advance of your event.

13. For healthy and safety reasons, shoes are required at all times within Theatre.

14. Cleaning fee is subject to change. Additional cleaning fee may apply if facilities are left in an unacceptable condition by your staff, performers, audience, and/or volunteers. This is left to the discretion of the Theatre Management.