



# CACHE VALLEY CENTER FOR THE ARTS

BULLEN CENTER ♦ ELLEN ECCLES THEATRE ♦ THATCHER YOUNG MANSION

## TECHNICAL RIDER REPORT

This Document, along with a Rental Agreement & an attached Technical Expense Estimate, signed by the Project Contact named herein, represents an agreement between CacheArts and (RENTER), regarding the use of the Ellen Eccles Theatre and other facilities operated by CacheArts for RENTER'S upcoming production of \_\_\_\_\_

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### 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.
- 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 relocate certain items. RENTER may re-focus, re-color, and add to the Light Plot. RENTER may not otherwise alter or “re-hang” the Light Plot.
- RENTER is responsible for restoring Theatre to “House Condition”.
- CacheArts cannot allow any type of amateur pyrotechnic, gunfire, human flying effect, or hazardous material.
- CacheArts remains free and clear of any liability regarding a RENTER’S properties or actions
- Production Schedule should be determined by RENTER and the CacheArts Technical Director at completion of this document, or during other show advancing, and at least 1 week in advance

#### Labor Policies, Positions & Costs:

Venue Staff can only provide basic technical services. Our priorities are providing a maintained working environment and being helpful in using the theatre, so that an experienced Production Team can move in and complete their best show. We can't design your show, mix your show, stage manage your show, or use your equipment. It is advisable for most Renters to provide their own staff, however, under certain advance arrangements the following positions may be billed to the Renter:     

- The Production Coordinator is the “go-to” on-site supervisor who has authority to make decisions on behalf of CacheArts’ and must be present during all Renter activity.
- Production Coordinator rate is \$18 per hour.

- CacheArts is not a Labor Provider. Run Crews & all Production-specific labor should be provided by the RENTER.
- The following positions are limited & available by advance arrangement only:
- 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.
- 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. Can run playback for a Renter, but can not do a live mix of musicals, plays, or bands.
- 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.
- A Fire Watch must be scheduled in advance and employed by CacheArts during any use of haze, fog, smoke or effects that may interrupt the normal function of optical smoke detectors.
- Rate for any above position is \$16 per hour.

## Rentals:

- CacheArts Equipment rentals do not include setup.
- 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 \$200. Tape will be billed to RENTER at cost.
- The LeMaitre Radiance water-based hazer may be rented for \$25 per day. Additional Expenses:
- CacheArts will provide general in-stock theatrical supplies, at cost. Other materials will be billed to RENTER.
- Pre-arranged setup fees may apply. Examples are: Orchestra Pit, Side Light Trees, etc.
- Restore fees will apply if Theatre is not restored to House Condition as determined by CacheArts.
- Rates for Restore are \$200 per day for Rental and \$25 per hour per person for Labor.
- Repair or damage fees may be documented and applied.
- Shows using Haze, Fog, Smoke or other effects that interfere with normal smoke detector function are required by law to use CVCA's trained Fire Watch personnel.

## PART 2: FORMS & ESTIMATE

Attach EET Tech Pack.            \*available at [CacheArts.org/facility-rental](http://CacheArts.org/facility-rental)

- EET Specs
- EET Inventories
- EET Light Plot
- EET Circuit Map
- EET Lineset Schedule
- EET Groundplan
- EET Sectional
- EET House Condition Photos (pending).

Attach **Release** form.            (pending)

Attach **Piano Rental** form.           

Attach **Technical Expense Estimate** spreadsheet.

# PART 3: 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.

Name: \_\_\_\_\_

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

### Schedule:

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

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

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

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

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

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

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

Classes, Cast Parties, related events at The Center: \_\_\_\_\_

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

Sound/Video recording or Photography by professional: Yes No Where? \_\_\_\_\_

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: \_\_\_\_\_

### Contacts:

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

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

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

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

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

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

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

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

## PART 4: AGREED TO AND ACCEPTED

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RENTER, Project Contact

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Date

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CacheArts Technical Director

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Date

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CacheArts Executive Director

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Date

*Updated 6/20/19*