

WESTPORT COUNTRY PLAYHOUSE

TECHNICAL RIDER

The purpose of this rider is to ensure that Westport Country Playhouse has the information needed to issue your contract and prepare for your event efficiently. Please answer all questions completely to avoid unforeseen costs and delays. All activity onstage including pre and post show remarks, must be indicated on this rider. *Failure to hand in this rider at least 14 days prior to your event will result in a penalty of \$250*

CONTACT INFORMATION

Title of event: _____ Performance Date(s): _____

Estimated Attendance of Event(s): _____ Ticket Cost (if applicable): _____

Presented by: _____ Presenter Address: _____

Website: _____ City/State/Zip: _____

Contact Person: _____

Mailing Address: _____ Day Phone: _____

City/State/Zip: _____ Eve/Cell Phone: _____

Email Address: _____ Fax: _____

Production/Technical contact person if applicable: _____

Email Address: _____ Phone: _____

Use this space for any additional information about your organization, such as your preferred method of contact or whether you or your company have any relation between the Playhouse, it's staff, or board of trustees: _____

EVENT DESCRIPTION

Please describe in a sentence or two what your event is. (For example, "A presentation with PowerPoint slides", "A concert", "A dance recital", "A one act play"). Will there be pre or post show remarks or presentations? _____

TECHNICAL NEEDS

The following is included as part of the basic rental fee:

One meeting with the playhouse associate producer/director of production, technical director, and events manager to discuss this rider in advance of your event, use of the theatre and lobbies the day of your event, basic clean-up before and after your event, use of the house lighting system, use of the house sound system, basic stage lighting (general wash), basic sound reinforcement (such as playback from a CD and use of one microphone), basic props such as a lectern and black chairs, basic (black) stage masking, utilities, WiFi.

LIGHTING:

Describe any lighting needs beyond static "lights up" on stage. This includes color, lighting cues or changes during the event, specials, gobos, followspots, etc. If you have a lighting designer please include their name and contact information. _____

SOUND:

Describe the sound needs for your event. Will you be using microphones? Will you be playing music or audio from a CD or other source before, during, or after the event? Do you need music played in the lobby? _____

SCENERY AND PROPS :

Describe your scenery, prop, and furniture items that you will be providing for your event. Available to you at no cost are lectern, basic black orchestra chairs, and basic folding tables. _____

CURTAINS AND MASKING:

Standard stage setup includes black velour legs, borders, and backdrop. Other options are available for an additional cost. _____

HOSPITALITY:

All hospitality requirements are to be provided by the renter. If you need any assistance additional charges will apply. _____

OTHER EQUIPMENT:

Describe any other equipment you will need us to provide that is not already included above or on your list below. This includes a projector, projector screen, dance floor, laundry facilities, etc - all of which will come at an additional cost. _____

RENTER'S EQUIPMENT:

Please indicate here any items you will be bringing with you to be used on stage. This includes backdrops, banners, decorations, musical instruments, lighting and sound equipment. _____

RECORDING:

Do you plan on recording your event in any way? This includes audio, video, and photography. _____

ELECTRICAL REQUIREMENTS:

If any of the items you are bringing need power, please specify. Also list any special power requirements (i.e. three phase etc.) _____

TECHNICAL STAFFING

Two members of the playhouse technical staff will be on hand the day of your event to assist in the following: Turning on lights in the theatre, loading and unloading your equipment, operating the sound board, operating the light board, minor changes to the stage lighting, set up of basic sound equipment such as a podium microphone, load-out and locking of the theatre after your event. Additional setup will incur additional labor costs.

CREW:

The following jobs each require a technician: sound board operator, light board operator, on stage or backstage microphone changes, followspot operator, deckhand to change scenery or props and fly anything in and out. Indicate how many technicians you will need and the job each will do. _____

STAGE MANAGER:

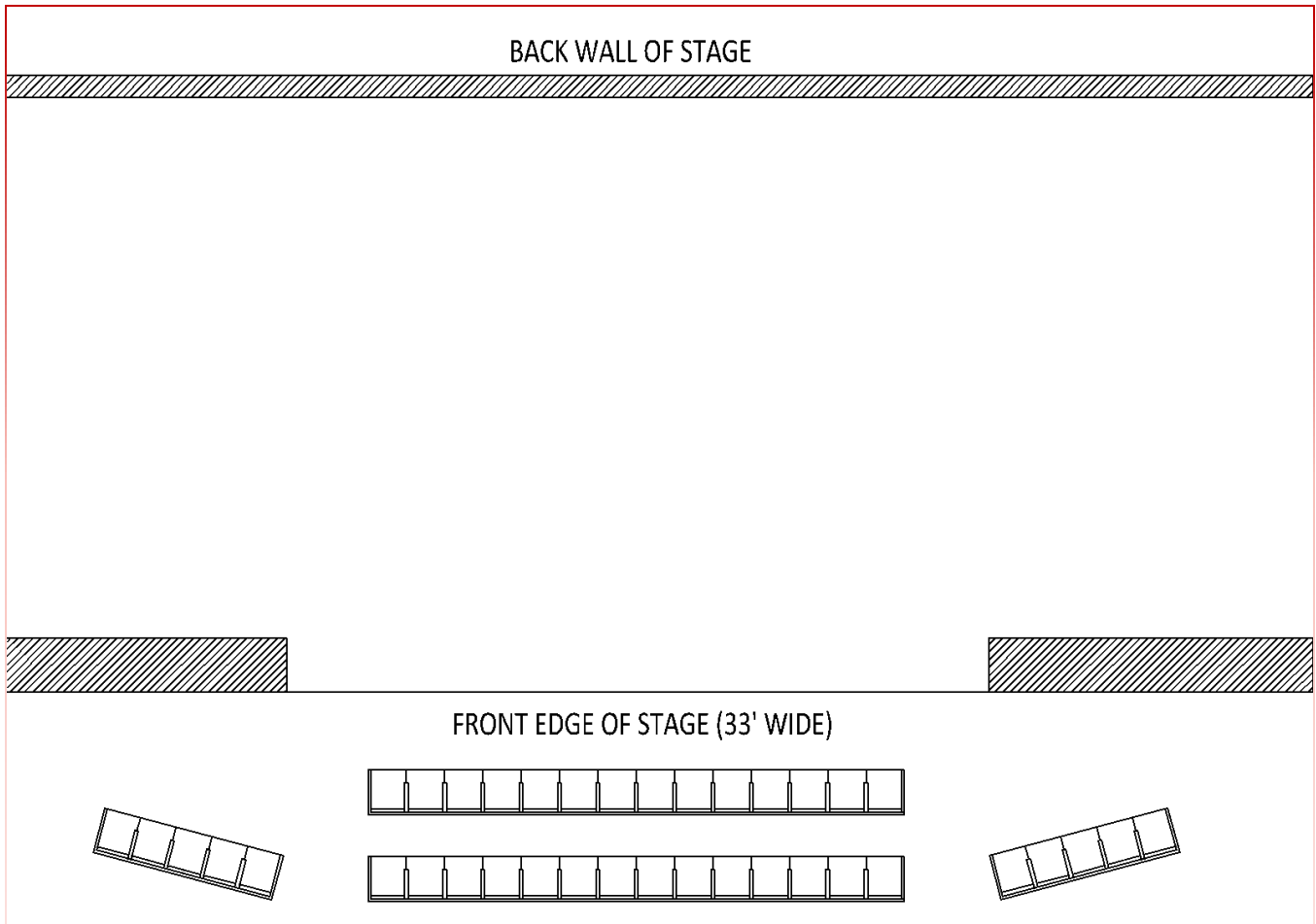
Who will stage manage your event? The stage manager must be backstage during your event to coordinate the timing of the lights, sound, performer’s entrances, and all other activity on the stage. The stage manager also communicates with the House Manager to ensure a prompt start and timely intermissions. We can provide this position for an additional cost. **This position is mandatory.** _____

RENTER’S CREW:

Will you be bringing any technicians or volunteers with you? Note that Playhouse technical staff is always required in order to use our equipment. _____

STAGE DIAGRAM:

Use the space below to draw a bird's eye view of the stage set up for your event. Use additional pages or attachments if necessary:



Use this space to explain the drawing above:

LABOR GUIDELINES

Playhouse technical staff is under contract with I.A.T.S.E. Local #74, the stagehand’s union. The following guidelines should be followed:

- The standard work day is 8 hours, plus a one hour meal break. The 8 hour day also must include two-15 minute breaks.
- The minimum (estimated) cost per additional crew person, per day, is \$488. This is the direct cost we pay and therefore cannot be discounted.
- Hours worked beyond 8 hours, or more than 5 hours without a meal break will result in overtime penalties.
- Should the rental date overlap with a regular crew work week for Playhouse purposes, all overtime incurred will be the renter’s responsibility.
- The lighting and sound system cannot be used while the staff is on break. You may still use the theatre with only “work lights” on.
- It is recommended that you use part of your technical consultation to discuss the schedule and arrange it to avoid unnecessary overtime charges or penalties.
- The Playhouse will use this questionnaire to estimate your labor costs. However, please be aware that unforeseen circumstances and conditions while on site will affect your labor bill and that the renter is solely responsible for all labor costs incurred.

I have read the labor guidelines and hereby agree to all union rules as a renter of Westport Country Playhouse.

Signature

Date

