

Metro Studio Policy Package

This bundle includes the following:

1. Rules: Rental and Use
2. What to expect as a Metro Renter and Producer
3. Tech Spec Sheets: Light and Sound inventory
4. Complete Fee Schedule
5. Here's How the Metro works
6. Meal Breaks
7. The need for a lighting design or plot
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1. Rules:

Intrepid Theater is very happy to help Victoria's Arts community produce their work in the Metro! To make sure we can continue to do this for a long time, there are some ground rules for every rental, big or small:

1. Every performance, booking, meeting, rehearsal etc that happens in the Metro must have a contract in place, deposits paid and insurance certificates submitted before renter is admitted to the theatre for their event.
2. Renters must provide someone to monitor their door at their event, whether this is a trained box office manager, a volunteer, a bouncer or even one of our staff that have been brought in for the evening, the entrance to the Metro from the street must remain secure.
3. All renters must have liability and damage insurance coverage for their time in the Metro, with proof provided two weeks prior to load in
4. Whomever's name is on the Contract, must be present at all times during the rental.
5. Drinking a beer in the Metro is fun. So is selling one to 190 of your buddies. However, any alcohol consumption or sales in the Metro must be fully licensed by the BC Liquor Control and Licensing Branch. It is the renter's responsibility to secure those licenses.

2. What to expect as a Metro Renter:

The Metro Studio is housed inside the Victoria Conservatory Gym. We have one dressing space available at this time, the bathroom facilities are shared with the Conservatory and there are generally a lot of musically gifted people wandering around the building while you work. It is important to remember that we are sharing this space with another organization. Courtesy is the peanut butter that holds this sandwich together.

When you rent the Metro, your rental includes one technician who will run your lights and sound. They will be present from the time you load in to the time you leave. Renters can access any of the lighting and sound equipment listed in our inventory. There is an additional fee for some items (projector, piano, excessive amounts of gel etc). The house technician is there to assist with your setup, help you acclimatize to the space and run your tech. However, they are not there to be your lighting or sound designer. Renters are responsible for supplying their own sound cues/materials and lighting designs, complete with a plot and cue sheet. If the nature of your event is such that a very basic colored wash will suffice, this can be built the day of the event. For anything beyond that, support material is required.

During a rental, renters have access to the lobby, the dressing rooms, the upstairs washrooms and the downstairs hallway directly adjacent to the Metro. Beyond that, it is the VCM's domain.

Leading up to your rental, the Operations Manager is available to answer any questions you have about the venue, administer your contract, change your booking or just be a sounding board for ideas. Any time spent with the tech before your booking will be billed hourly.

3. Lighting and Sound Inventory

To see what we have available, see the website at www.metrostudiotheatre.com
The LX inventory, patch list, dimmer and control info is all downloadable in an Excel document.

Our sound inventory is available there as well.

Anything required for a rental beyond our inventory is the responsibility of the Renter to provide.

4. Detailed Fee Schedule – Metro Studio Theatre

RENTAL FEES	
Daily: (Includes labour for one tech) NON-Profit Rates	
8 hours	550.00
4 hours	450.00
Hourly for private rehearsals, no tech	30/hour
Weekly:	
Includes 6 consecutive days, 24 hours of tech time. Additional time is charged by tech labour/hr	2280.00
LABOUR: (per hour)	
Regular (up to 8 hrs/day)	21.50
Overtime (billed when rental exceeds 8 hours in single day)	32.25
Double Overtime (billed when rental exceeds 12 hours in single day)	43.00
When rentals hit weekly overtime (exceeds 40 regular hours between Sunday and Saturday, all hours beyond that are billed at time and half)	
Front of House Manager (if not provided by renter)	17.00
Janitorial , charged if Intrepid Staff has to clean up after rentals	15.00
EXTRAS	
Dressing Room rental (about 12'x12' single group room)	30.00/day
LCD Projector	50.00/day
Piano: Heitzman Baby Grand	50.00/day
Piano Tuning	50.00
Gel, if overused by renter or burned out	17.00/sheet
TICKET PRINTING	
Ticket set up fee	50.00
Per ticket	0.09
At this time, Intrepid Theatre cannot be a ticket outlet for Renter's shows.	
POSTER PRINTING	
One time set up charge	50.00
Option #1 - We provide the paper (standard white printing stock)	100 cop 500 cop
8x11 colour	30.00 150.00
11x17 colour	50.00 250.00
Option #2 – You provide the paper (we can't do card)	100cop 500cop
8x11 colour	25.00 125.00
11x17 colour	45.00 225.00
DANCE FLOOR	
Marlay Dance Floor (with no installation help from Renter)	150.00
Marlay Dance Floor (with 1-2 people helping)	75.00
Dance floor tape applies to all use, unless renter supplies their own	80.00

HST applies on top of all outlined fees. Rates are subject to change without notice.

5. Here is how the Metro Typically works:

1. Booking: Bookings can be arranged through Intrepid Theatre’s Operations Manager by calling 250-383-2663 or emailing metro@intrepidtheatre.com. Finding a date usually involves a bit of haggling. Its best if you have two or three dates in mind. Booking at least three months in advance is usually a good way to ensure you get the dates you want.

2. Contract: After your dates have been chosen, the Operations Manager will draw up a contract for your rental based on what you have communicated to them in terms of space and time requirements, staffing, your set and tech needs as well as your performance schedule. **A rental fee will be determined based on the above. It is an estimate at the time of booking, final costs may be more due to unforeseen circumstances.** This contract contains all the rules and clauses relating to use of the Metro, promotions and advertising, tech policies, front of house and box office and insurance. **This contract is due back, signed and with a 50% deposit no more than two weeks after a booking is made.**

3. Rider: The contract also contains a rider, which is used to collect all the relevant tech information the tech will need to make sure everyone has what they need the day you load in. This must be filled in at the time of booking, but can be added to right up to the week before your booking. A typical rider looks like this:

Venue(s): Metro Studio
 Government Street Rehearsal Studio

SCHEDULE:

Please provide a detailed production schedule at your earliest convenience:

Date	Time	Activity	Staffing
April 24 8 hr day	1pm-4:30pm	Load into space, install dance floor, hang backdrop, set lx and sound levels, Cues	1 technician
	4:30-5:30pm	Dinner break, theatre locked	
	5:30pm-10pm	Tech rehearsal with dancers	
April 25 8 hr day	1pm	Performers called	
	2 - 3:30pm	Show #1, then reset	
	4-6pm	Meal break, theatre locked	
	6pm	Performers called	
	8pm	Show #2 (possibly at 7:30 curtain)	
	8:30-11pm	Strike and clear venue.	

TECHNICAL REQUIREMENTS:

Please indicate any special requirements:

Staging	Dance floor installed, will provide help and tape, cross thru behind back curtain required, will be bringing a back drop/ a few scenic items that will need to be hung
Lighting	Side lighting - To be provided by renter
Audio	CD play back
Other	Seating: 100 seats, room in front for floor sitters

4. Insurance and licenses: Metro Renters must carry insurance for their activities, their audience and their stuff. Proof of this coverage must be supplied no later than one week before the event. If you intend to license your event for alcohol service, this must be done through the Liquor Board and the license displayed at your event.

5. Website: About a month before your show, the Operations Manager will post an event listing on the Metro website for your show. It is up to the Renter to provide details, tickets information and vendors to Intrepid. Failure to do so will mean no posting.

6. Load in: Your rider will contain a schedule for your whole event or run. When it is time to load in, the tech will meet you at the theatre and admit you to the building.

7. Tech: Please come to the theatre with a clear idea of your set up, your tech needs and bring all the equipment you will need. You will have access to the lighting and sound equipment we have in house, but anything required beyond that is up to the renter to provide. House hang plots are available on the website for download. A cue list detailing the lighting looks required, the cues and their placement is vital. A copy of the script, program etc with cues clearly marked in it is the best tool for the tech you can supply and take a long time to create once you're in the theatre. If you are supplying a stage manager or a sound person, they will be working closely with the house tech.

8. Performances: The average show call is 4 hours, typically 6:30-10:30pm for an 8pm show. This means that your artists and your front of house manager/box office are called for 6:30, the venue gets set up with chairs, concession, merchandise etc. The box office can open for ticket sales whenever you like. Intrepid's is generally open one

hour before show time. You can open the house whenever you like, typically 20 minutes before the show.

9. Strike: Whether your show is a one day affair or a weeklong run, when all is said and done, you will need to strike your show after your final performance. Ideally, this time will be built into your contract, but if its not, you will be billed for it on you final invoice. Renters are responsible for removing everything they brought into the space and Intrepid Theatre will not be responsible for any items or equipment left behind. In cases where equipment is being picked up by a supplier several days later, arrangements will need to be made with the Operations manager and a storage fee may apply.

10. Final Invoice: Within 1 week of the completion of your rental the Renter will receive an invoice for the balance of the rental fees, as well as any additional costs not accounted for in the original estimate and any additional labor incurred. The balance is due within 10 days of the invoice date. You will also be asked to supply a house count for your events, detailing the total number of patrons who attended.

6. Meal Breaks:

Staff are entitled to one hour long unpaid meal break or one half hour paid break after a minimum of four hours of work, or a maximum of five. 15 minute coffee breaks are to be provided after 2 hours of work. Rentals are built to reflect this: an eight hour booking is actually 9 hours to accommodate a meal break in the middle. If the tech does not get their break, the Renter will be charged for that time.

7. Lighting Designs and Plots: Your Friend

The Metro is equipped with a very functional house hang that effectively lights the 6 acting areas of the stage. Beyond that, there is a good deal of front and side light, as well as a goodly sized gel stock. Our house hang is generally sufficient for about 60% of rentals. If you are in the other group though and you want to move fixtures, adjust focus, colours and positions, be prepared by bring in the appropriate documentation for what you plan to do. Also be aware that whatever you change will have to be restored and will be billed to your rental.

If you need a lighting designer for your show, Intrepid Theater can recommend some. Our house techs are very lighting savvy and can put together simple designs on the fly, but anything beyond that takes time and preparation. Do not expect to take care of this after you arrive at the theatre.

Tech consultation is available at an hourly rate with any of our technical staff.

8. What we need for the Website:

Our online event listings can be found on metrostudiohetare.com

To post your event, you will need to provide the Operations Manger with a 60 word description of your event, ticket prices and outlets as well as the show time and a contact number for questions and media enquiries.