



ENSEMBLE THEATRE COMPANY
AT THE NEW VIC

Rental Information

Rental Rates (Space Sub-Totals)

For-Profit/Commercial

1 Performance	\$1,800.00
2 Performances*	\$2,200.00
*Performances occurring on same day	
Corporate	\$2,000.00

Non-Profit

1 Performance	\$1,000.00
2 Performances*	\$1,400.00
*Performances occurring on same day	

Lectures/Film

For-Profit Ticketed	\$1,000.00
For-Profit Non-Ticketed	\$1,200.00
Non-Profit Ticketed	\$800.00
Non-Profit Non-Ticketed	\$1,000.00

Non-Performance

Rehearsal, Tech Set-up	\$750
------------------------	-------

Theater Hourly Rate

- 2-5 hours during regular business hours (9am-5pm) on week days (weekend rentals are not eligible for theatre hourly rates) at \$100.00 per hour (2-hour minimum), subject to booking no more than 30 days in advance, for auditions, photo sessions, master classes, and workshops or demonstrations not open to the public and not requiring the use of any technical equipment other than work lights.
- Use of the theatrical lighting, rail, and/or sound system is not allowed under this rate.
- Anything above five hours will be billed as a regular rental day.
- A Theater Supervisor will be required to be on the premises at all time.

FOR ALL RENTALS:

1. **THERE IS ABSOLUTELY NO FOOD OR DRINK ALLOWED IN THE THEATER.**
2. **An authorized representative of the New Vic Theater must be present at the Theatre at all times during the Renter's presence on the premises.**
3. **The Renter shall use the ETC Production Manager/Rental Manager as primary contact in all communications with the New Vic.**
4. The Renter shall use the **Scope of Work Form** to request all needs for event purposes. All requests must be listed in the **Scope of Work Form** to apply.
5. The above rates DO NOT include charges for additional Theatre personnel or equipment and/or services outlined in the **Additional Costs** below.
6. The New Vic Theater reserves the right to determine minimum staffing at all events, at the expense of the Licensee. **Additional Costs** listed below.
7. The above rental rates are based on the following definition of a **rental day**: A **rental day** is any mutually agreeable 10-hour period between the hours of 9:00 a.m. until 12 midnight.
8. Any hours used beyond 10 working hours, or between the hours of 12am and 9am will be charged at an additional rate of **\$50.00** per hour for the rental of the theatre only. Theatre Supervisor shall be billed at **\$35.00** per hour for any hours over 10 worked hours on any single **rental day**, or between the hours of 12am and 9am..
9. A **rental day** must include a meal break for Ensemble Theatre Company (ETC) staff of not less than one (1) hour after a period of five (5) consecutive hours worked.
10. The above **Rental Rates** are for the rental of the Theater only (**Space Sub-Total.**)

Space Sub-Total costs include:

- The use of the New Vic Facilities (including Courtyard after 6pm on weekdays, and all day on weekends.)
- All repertory lighting, sound, fly system, and soft goods,
- ETC compliment of folding tables and chairs (ETC does not supply linens or table coverings),
- Theatre/Technical Supervisor (who shall function as House Technician),
- House Manager, Usher staff, and Concessions Staff.
- Two Box Office representatives when the event is ticketed,
- Inclusion in our monthly newsletter
 - All Marketing Copy, must be received no later than two weeks prior to the first of the month in which the event occurs to be part of our newsletter.
- Use of one (1) New Vic front marquee display on the day of the event.
 - ETC Marketing Director approval is required for marquee poster display.

11. In all print, digital, and audio promotions the venue **must** be listed, or described as "The New Vic." Failure to do so will result in the renter's event being removed from the "Playing @ The New Vic" section of the Ensemble Theatre Company website.
12. Any equipment not part of the repertory systems, or facility are the Renter's responsibility to supply and remove.
13. In the event that Renter has equipment (sets, costumes, lights, etc.) in the Theatre on a day in which Renter is not present in the space, and ETC wishes to book the Theatre for another use on that day, the Production Manager will arrange for equipment to be moved and re-set and applicable fees will be charged to the Renter.
14. Changes in technical needs or call times less than 48 hours prior to the event will result in increased costs.
15. Renter is responsible for removing all property of Renter from the theater, dressing rooms, green room and surrounding areas at the conclusion of its rental period. If any items including, but not limited to, set pieces, trash, props, costume pieces, food or reception supplies, and performance programs are left behind, the renter will be charged a \$200 per day cleaning/storage fee at the discretion of ETC staff. In the event that any item is left at the New Vic Theater for more than 30 days, with two (2) written notifications to the Renter from representatives of ETC, said item(s) shall become the property of ETC.
16. Any and all equipment, property, or assets belonging to ETC damaged or lost during the rental due to negligence on the part of the renter, or renter's cast or crew/staff, shall be repaired or replaced and charged to the renter within 30 days of notification.
17. In the event that the New Vic becomes unfit for use by Renter during the period covered by the Agreement, by reason of fire, earthquake, civil disturbance or any other cause beyond the control of ETC, then this Agreement shall be of no further force and effect. Advance payments held by ETC shall be returned to the Renter if any of the foregoing events occur and the New Vic becomes unavailable for Renter's use.
18. Renter must adhere to all State and Federal Laws.
19. In the case of all ticketed events ETC will receive eight (8) Comp tickets to be used at ETC discretion. In the case that those tickets are not used by ETC they will be returned to general sales for patron purchase.
20. When in the course of decorating the New Vic Theatre Lobby or Courtyard for a rental or event any posters, and/or other materials that are requested to be put on the walls, written permission must be listed in the Scope of Work Form, and decorations may only be applied to the walls or surfaces with painters tape. Any damage to New Vic Lobby or Courtyard walls will result in additional costs to the renter.
21. Any and all tasked or equipment request on the day(s) of rental that are not listed in the **Scope of Work Form** and constitute a cost addition must be signed for on the ETC **Addendum Page**.

Addendum Page:

- On the day(s) of rental, the Theatre Supervisor will provide an **Addendum Form** for any additional tasks, hours, or equipment needs.
- If any task is deemed an “addition,” by the Theatre Supervisor (i.e. above and beyond the scope of the agreed-upon work listed in the **ETC Scope of Work Form**, and/or is not listed on the **Estimate for Use of the New Vic Theatre** as an itemized cost to the RENTER), said addition(s) must be listed on the addendum form and accompanied by a signature of the Primary or Secondary Contact listed on the **ETC Scope of Work Form**, stating that Renter is agreeing to the additional cost on the **Final Invoice**.
- The Theatre Supervisor will, in all cases, determine if a request constitutes an “addition” and warrants additional costs.
- In the event that an additional technician(s) is required to complete a requested addendum tasks a technician rate of \$35/hour will apply.

Deposit Requirements:

- A **non-refundable** deposit equal to 50% of the Space Sub Total cost is due within one week of signing to confirm a reservation.
- Deposit is to be delivered to the ETC office: *1330 State Street Suite 204 Santa Barbara CA 93101*, Attn: Production Manager. Failure to do so may result in delays of ticket sales.
- Remaining 50% of the Space Sub Total, exclusive of additional fees or items added to the contract, is due on or before the date of the first use of the space. Any additional fees shall be invoiced at completion of rental (**Final Invoice**) and due within two weeks of receipt. A 2% late charge will be accrued after 30 days and for every 30 days thereafter that payment has not been received.

Ticketed Event Facility Fee:

A “facility fee” will be charged on all sold tickets, the proceeds of which will be used to help support and maintain the New Vic Theater box office staff and facilities. The facility fee is \$3.00/ticket for all ticketed events. This fee will be added to the ticket price and charged to the customer, not the promoter. Please include language to this effect on all marketing and publicity materials.

Box Office Ticket Sales:

- All tickets for events in the New Vic Theater will be general seating, unless special arrangements are made with ETC prior to rental.
- Tickets will be available for purchase online, 1 hour before curtain time on day of performances, and during regular box office hours, Monday through Friday from 1:00 pm to 5:00 pm.
- Ticket sales take up to 10 days from the receipt of the signed Contract, Deposit, and the required Marketing materials to go live for sale.
- In the event the Renter wishes to sale tickets on their own accord a \$450 **Ticket Waiver Fee** will be applied to **Space Sub-Total**.
- In the event the Renter wished to have **complementary tickets** printed for their own distribution ETC will print up to 20 tickets at no additional charge. Any tickets printed for the Renters in advance of, or on the day of the event over 20 tickets will be charged the \$3 handling fee per ticket.

Right of Refusal:

ETC reserves the right to determine who may rent the venue.

Insurance Requirements

Renter shall provide evidence of Commercial General Liability Insurance in the form of a Certificate of Insurance showing the amount of coverage carried, term, and stipulation that Ensemble Theatre Company is included as an Additionally Insured. Minimum coverage required by the Ensemble Theatre Company is \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Renter shall also provide evidence that worker's compensation insurance is in force. ETC shall be listed as additionally insured as follows:

Ensemble Theatre Company
33 West Victoria Street
Santa Barbara, CA 93101

Marketing Requirements

- For ticket sales thru ETC on our “Now Playing @ the New Vic” section of our website please provide 4-6 lines of marketing copy, and a 250x250 image in JPEG format.
- This material is required 2 weeks prior to the first of the month in which the event will take place to be included in our Newsletter.
- ETC Marketing Director approval is required for the use of (1) front marquee display at the New Vic. Poster must refer to the venue as “New Vic” and may be put up day of the event.

Initial and Subsequent Meeting

Once the Scope of Work Form has been received and reviewed by the ETC Rental Manager a meeting will be set up to cover the Rental in detail.

- The initial meet is required and is part of the rental cost.
- One additional meeting may be requested within the two (2) weeks of the rental date(s) at no additional charge.
- Any meetings, or use of the space for viewing or discussion of tech specifics in regards to the rental will be charged at a rate of \$75 per hour (one hour minimum charge) for the space, and \$35 an hour for a technical supervisor.
- For viewing the space only (no tech discussion or back stage access required) the renter may visit the theatre during any normal Box Office hours. (Mon-Fri 1-5pm)
- All meetings are subject to availability of ETC staff.
- ETC staff may require a subsequent meeting at the cost of the renter if deemed necessary by ETC staff.

Additional Costs:

Include, but are not limited to the following:

(*Required Expense)

Technical Crew (minimum 4 hour call)	\$25/hour
All applicable taxes and fees (Payroll, Workers' Comp, General Liability Insurance) included in hourly rate.	
*Ticketing Fee	\$3.00 per ticket
Meal Break Compensation (<i>Penalty clause</i>)	\$37.50 per theatre hired crew & staff member
Platform Rental	\$40 per Platform (Legs at 8, 16, and 24")
Upright Piano Rental	\$100 per day \$300 per week
Piano Tuning (Theatre reserves the right to determine piano tuner)	\$150
Changes to Rep Plots (<i>Lighting, Sound, Soft goods</i>)	\$25 per hour (4 Hour minimum)
Marley Dance flooring	\$150 per week
Tape	\$50
Labor (Layout and Strike)	\$300
Additional Builds	<i>Market Price plus labor as required.</i>

- Technical Crew members are paid hourly for all hours worked including load-in, set up, and strike.
- Technical Crew members are required to receive a 30 min minimum break after 5 hours worked.
- Theatre Supervisor and other personnel are paid time and a half for all hours worked under the following conditions: after 8 hours in one day, after 40 hours in one week, or any hours between 12am and 9am.
- Theatre Supervisor and other personnel are paid double time for all hours worked after 12 hours in one day, or for working on any of the following 8 recognized holidays: New Year's Eve after 5pm, New Year's Day, Easter Sunday, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

- ****PLEASE NOTE: All fees are subject to change with 30 days written notice.****

Technical Specs

- Proscenium width: 37'- 4"
- Proscenium height: 16'-0"
- Stage depth: 24' – 3"
- Stage width including wings: 50'-6"
- Maximum seating capacity of the theater: 294
- ETC Ion light console and LED lighting options
- Yamaha LS9-16 digital sound board complete with surround sound
- Computer controlled automated fly system
- Sophisticated video projection system featuring an 8K projector
- One Stage Level ADA accessible dressing room and restroom
- Lower dressing room A: Seats approximately 9 people
- Lower dressing room B: Seats approximately 6 people
- Equipped with Hearing Loop system
- Load-in Doors Upstage Right: 8'-0" wide X 12'-0" high