

Technical Rider for Theatre Bookings:

Name of Organization (if applicable) _____

Name of Contact: _____

Phone Number: _____

Email: _____

School Theatre Requested: _____

Rental Dates Requested: _____

Set Up Time: _____

Audience Arrival Time: _____

Show Start Time: _____

Finish Time: _____

Clean Up Time: _____

Section 1: General Information

The following document is the Technical Rider for bookings of the Surrey School District Theatres outside of the [Bell Center for Performing Arts](#). The purpose of this document is to provide a guideline for School District staff that clearly outlines the needs of the Licensee and can be used as a resource for retrieving information for consideration of your rental.

The School District is committed to working with the Licensee to achieve the best possible show/event in a flexible, conscientious, and cost-effective manner. The School District will use this document in addition to site visits as a reference when staffing and preparing for the rental. Please provide as much detail as possible including information related to props/sets to help facilitate the various needs and requests of your rental.

The theatre rider must be received fully completed at the time of requests for space are submitted. Completed riders can be sent to rentals@surreyschools.ca. Applications will not be processed without a completed rider in place.

If this is your first rental, or you are otherwise unfamiliar with the site's theatre, we **STRONGLY** recommend that you arrange for a site visit before filling out and sending this document.

To schedule a site visit please contact rentals@surreyschools.ca or 604-595-6084. Same day appointments cannot be accommodated and no more than 5 people should be in attendance to a site visit. Appointments are typically available between 3pm-5pm.

- **Applications for space are not considered approved until an approved License has been issued by the Facility Rentals Department.**
- While a member of the Theatre's staff will always be present during your rental period, you, the Licensee, are responsible for ensuring that the rules of the theatre are always enforced during your rental.
- **Acts of verbal, physical or emotional abuse of any kind will not be tolerated.**

Consider The Following When Booking:

- The backstage dressing room will be available for access and is included with rental of the facility at Earl Marriott Secondary and where other schools have space available. Note this is not always possible due to the needs of the School and School District. Alternative space may be rented where needed in order to act as a dressing room.
- Space in the wings will be limited as the facility is a teaching space during the day. Stage right is typically larger but will vary from site to site. Photos of the space can be viewed at the link [here](#).
- Condition of equipment cannot be guaranteed and cannot be repaired same day should it break during usage.

- Access to microphones may be available in limited capacity. Please submit your full plan below for consideration.
- Only one sound board is available for access. No additional sound boards may be brought in.
- Access to additional tables/chairs is not guaranteed and must be communicated to Facility Rentals no less than 10 business days prior to the first day of use. Tables range in size from 6ft-8ft noting 6ft is the most common but may not be available at all schools.
- Tips or microphones on the stage edge are not recommended during performances where significant movement on stage will be present. Due to the risk of dislodging/moment of the equipment.

Initial to indicate that you have read & understand **Section 1: General Information** of the Theatre Technical Rider.

Initial Here: _____

Section 2: Staffing, Payments, and Scheduling

Definitions:

- **Floor Manager/Liaison** – Theatre students or recent graduates that act as the Liaison between the rental group and the theatre/school. This person is not responsible for ticket sales. **Floor Manager/Liaison is required for all rentals of Earl Marriott Secondary**
- **Technicians – Head, Senior, or Junior** – Theatre students or recent graduates that work with the rental group and the school to run the lighting and sound equipment. One person is required for lighting and one person is required for sound.
- **Stage Manager** – A member of the rental group that is fully familiar with the managing of the show including calling cues for lights and sound.
- **Facility Rentals Department** – The department that oversees all changes made to the License to occupy rental space. Applications are only considered granted if an approved License has been provided to the renter by the Facility Rentals Department. Contact rentals@surreyschools.ca or 604-595-6084 for more information

The following criteria will be used to determine staffing:

1. A Floor Manager/Liaison is required for **ALL** bookings with an audience.
2. **A lighting technician is required for use of the lighting system.**
 - a. If the lighting requirements are sufficiently complex, the Head Technician must be hired. They may also be requested for the show, however all final decisions rest with the Technicians and Facility Rentals Department. **An additional lighting technician is required for use of a follow spot.**

3. **An audio technician is required for use of the sound system.**
 - a. If the sound requirements are sufficiently complex, the Head Audio technician must be hired. They may also be requested for the show, however all final decisions rest with the Technicians and Facility Rentals Department.
 - b. An additional audio technician may be required in some cases if you intend to use wireless microphones – capacity for wireless microphones is limited.
4. A **Stage Manager** from your group may be required dependent upon the show and cast size, as well as technical requirements. If your show is scripted and sufficiently complex it is recommended to bring your own stage manager who knows the show. *Technicians may be available to support where possible.*

Part A: Staffing

1. All bookings must always have the Floor Manager (or deputy) in attendance throughout the booking.
2. All crew calls are a minimum of four (4) hours unless prior arrangements have been made with the technicians and Facility Rentals Department
3. All staff members working over 5 hours are entitled to a 30-minute unpaid meal break.
4. Overtime is calculated at 1.5x after eight (8) hours, and 2x for all work after twelve (12) hours.
5. Staffing is determined by the Technicians and Facility Rentals Department based on the needs of the Licensee. Every effort is made to accommodate the wishes of you, the Licensee. However, all final decisions regarding staffing rest with the School District including but not limited to; technicians, stage manager, floor manager/liaison, the school itself, and the Facility Rentals Department.

Please initial to indicate that you have read & understand **Section 2 - Part A (Staffing)**:

Initial Here: _____

Part B: Payments

The hourly rates for all staff members range between \$16-\$25/hour, depending on their experience and skill level. The School District will determine staffing needs based on availability and technical requirements. Please note the following details.

- Our theatres accept CASH or CHEQUES **ONLY**
- All staff members **MUST** be paid at the end of the night on the last day of the booking.
- Separate cheques or cash amounts are required for each staff member.
- There are **NO EXCEPTIONS** to these terms

Please initial to indicate that you have read & understand **Section 2 - Part B (Payments)**:

Initial Here: _____

Part C: Scheduling

Groups must book the following time when planning the rental period

- 1-2 hours for light and sound programming. Larger lighting requirements **MUST** be discussed with the technician beforehand
- A 30-minute sound and lighting check, to occur just prior to the doors opening. **The stage must be clear during this time*
- 30 minutes of cleanup time at the end of the night, with excess time if more technical cleanup is involved. This can only start when the audience has **FULLY** cleared the theatre
- Any additional time or spaces required for set up must be booked with the Facility Rentals Department no less than 15 business days prior to the first date of use.
- The sale and management of ticket sales will not be handled by the School District. The Licensee must ensure they have designated someone from their organization to ensure sales and seating is coordinated.

Our theatres are teaching facilities during the week; As such, **EVERYTHING** brought in for the booking **MUST BE REMOVED** at the end of the night, unless previous arrangements have been made with the Facility Rentals Department no less than 15 business days prior to the first date of use.

Please initial to indicate that you have read & understand **Section 2 – Part C (Scheduling)**

Initial Here: _____

Section 3: Event Specifications

Part A: General Event Information

1. What is the **age** range and approximate **head** count of participants?

2. How large do you expect the audience to be?

3. Is this event ticketed? **it is the sole responsibility of the renter to handle the selling and checking of tickets**

____ Yes

____ No



- Microphones are used to reinforce sound. They will not make up for lack of projection on part of the performers.
- We advise renters to ensure their music is downloaded and organized into a playlist on a USB or on their own laptop for ease of use. Where using Apple Devices, adapters are the sole responsibility of the renter to provide.

The following will be used to determine staffing required for the operation of sound equipment

1. Do you require any wired stage microphones with floor stands?

Yes No _____ Quantity

2. Do you require a DI (direct input)?

Yes No

3. Do you require monitors?

Yes No

Part C: Lighting Information

- If you are interested in hiring a professional lighting designer, please contact the Facility Rentals Department by email (rentals@surreyschools.ca).
- If you have a lighting plot, or any other accompanying documentation, please attach it.
- Our theatres have a limited supply of Rosco gels and Apollo gobos. If having a specific gel or gobo is crucial to your show, we recommend ordering from:
 - Christie Lites Vancouver
- If you require elevated work (above 8ft in the air) to move or refocus lighting, the Licensee will be required to rent a genie lift as most theatres are not equipped with them. The cost of the lift rental will be at the sole expense of the Licensee.
- If there is a special lighting set up specifically for your production and you will be renting a lift for the district to access the lighting grid; please attach a description of your requirements.



The following information will be used to determine staffing for lighting:

1. Will you require the use of a follow spot? If yes, a follow spot operator MUST be hired

___ Yes

___ No

2. Will you require use of the mirror ball?

___ Yes

___ No

Part D: LCD Projector

1. Will you require the use of our DVD player?

___ Yes

___ No

2. Will you require the use of our LCD Projector?

___ Yes

___ No

3. Will you be using a laptop? If yes, indicate the make

___ Yes

___ No

___ Apple

___ PC

4. Will your laptop require the use of sound?

___ Yes

___ No



Cancellation:

Cancellation of the rental or the student tech must be done in writing a minimum of 10 business days prior to the rental date to rentals@surreyschools.ca. Notice less than 10 business days will require full payment to the tech student(s) in accordance with section 2, part B.

Groups are not permitted to cancel the students directly or on the day of the booking.

If you have any questions, please contact

Email: rentals@surreyschools.ca

Phone: 604-595-6084

By signing here, I, _____, the Licensee, indicate that I have fully read and understand this document, the "Surrey School District Technical Rider for Theatre Bookings".

Signature: _____

Date: _____