

Villa Victoria Academy  
Contract attachment (a)

Rental rates (Effective for all bookings made after 1/1/2023)  
Rental time is based on entry and exit times  
Rehearsals - \$ 1,100 (4 hour block)  
Additional hours @ \$275.00 per (No incremental hourly billing)  
Performance \$2600 (4 hr block)  
(Multiple Performances on the same day billed as multiple blocks)  
All Rentals are booked for a 4 hour min.

Cafeteria is available for rent at the rate of \$400.00 per day (This does not include use of the kitchen)

**Overtime:**

All Rentals which exceed the pre-paid booked time will be billed as follows:  
Rehearsal Facility rate \$375 per hr  
Performance Facility rate 750.00 per hr  
Staff 1.5 hourly rate  
Overtime rates calculated in full hour increments. (i.e. if your rental is booked until 6pm you will be billed for a full hour as of 6:01 PM)

Facility rental fees are to be paid in full 14 days prior to first rental date.  
THERE WILL BE NO EXCEPTIONS TO THIS.

**Staffing**

Production Manager - Flat Fee - \$500 for two (2) rental blocks of 5 hours each. Additional blocks billed at \$300 per block. (This fee will be added to the Facility Rental and be due 14 Days prior to first rental date)

The following will be paid directly to the Staff (Names will be provided at least 7 days before first rental date)

House Manager - \$30 hr (Required for all performances)  
Lighting Tech - \$30 hr  
Sound Tech - \$30 hr  
Stage Crew - \$25 hr (all events require a min of 1 Stage Crew)  
All Staff are booked for 4 hr min

**All Staff fee checks must be provided to the Production Manager before the start of the first rental period.**

**The Production Manager will not allow the rehearsal/performance to begin until the checks have been received.**

**Any delays which occur due to the failure to deliver the Staff Checks and result in overtime, will be billed as indicated above.**

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Contract attachment (b)  
**Technical Information**

All technical equipment may only be operated by Technicians approved by the VVA Theatre Manager.

Audio -

There are a few options available for the playback of audio tracks:

Lessee provides all music tracks to the Audio Technician on CDs or Flash Drives.

**All tracks MUST be on one storage type.** (We will not accept some tracks on a flash drive, some on a CD)

Lessee provides a single laptop/tablet with all tracks (in order) which is operated by the Audio Technician

**Laptop/Tablet MUST have a standard aux 3.5mm (1/8") output jack.**

**If using Apple products a "dongle" may be required which must be supplied by Lessee.**

**Under no circumstances will tracks be played from any cell phone.**

**Tracks must be provided at the rehearsal exactly as they will be played at the performance. Audio Technician will not do any editing or cuts.**

Lessee provides their own Audio Technician and playback equipment which is connected to the Lessor's Sound System ( In this instance the Lessee shall not need to have an Audio technician arranged by the Lessor)

One cordless microphone will be supplied at no additional charge

An audio feed to a videographer will be supplied via an XLR connector

Lighting -

The Lessor supplies a full lighting system utilizing a House Plot.  
(No custom focusing is included with the standard rental package)

A followspot is available at an additional cost

If Lessee only requires full stage lighting for the entire event then Lessee shall only pay a flat fee of \$200.00 to a Lighting Technician regardless of the length of the rental period.

Stage-

All flying equipment may only be operated by technicians authorized by the Lessor.

Any scenery brought by the Lessee must have Fire Proofing certification.

Only professional stage spike tape may be used on the stage floor.  
In the event that any other tape is used the Lessee will be charged an additional \$100.00

Lessor will provide 2 rosin boxes for use by the Lessee (rosin is not provided) All rosin application by dancers must be done only in these boxes and not on the stage floor.

**All communication regarding rentals must be done via email:**

**Theatre-rentals@villavictoria.org**