

Villa Victoria Academy
Contract attachment (a)

Rental rates

Rental time is based on entry and exit times

Rehearsals - \$ 1,200 (4 hour block)

Additional hours @ \$275.00 per (No incremental hourly billing)

Performance \$2700 (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 as specified on the Facility Invoice
THERE WILL BE NO EXCEPTIONS TO THIS.

Staffing

Production Manager - \$50.00 per hour (5 hr min)

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 (when required) \$30.00 per hr

All Staff are booked for 5 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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Technical Information

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

Audio -

All tracks must be provided on flash drives

All tracks must be in show order

All track files must be MP3 or WAV formats (YouTube tracks MUST be converted to one of these formats)

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

Audio Technician will not edit tracks

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

Stage-

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

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

All tape/numbers etc.. All installed by Lessee must be removed following the final performance

All communication regarding rentals must be done via email:

Theatre-rentals@villavictoria.org