



# Theatre Technical Rider

**Name of Organization (if applicable):**

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**Name of Contact:**

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**Phone Number of Contact:**

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**Email of Contact:**

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**Name of Rented Facility:**

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**Dates of Requested Rental:**

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**Start Time (include set up time):**

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**End Time (include takedown time):**

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## Section 1: General Information

The following document is the Technical Rider for bookings of the Surrey School District Theatres. The purpose of this document is to provide a guideline for District staff that clearly outlines the needs of the Licensee and can be used as a resource for retrieving information for your rental.

The district is committed to working with the Licensee to achieve the best possible show/event in a flexible, conscientious, and cost-effective manner. The District will use this document as a reference when staffing and preparing for the rental. The more information that is detailed by the Licensee will help facilitate the various needs and requests of your production.

Because District staff uses this information in this document to properly prepare for your show, this document **MUST** be completed in its entirety and submitted via e-mail to [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca) no less than **15 Business Days** prior to your show. Failure to do so may see your event cancelled and/or technical services removed.

If this is your first rental, or you are otherwise unfamiliar with the sites theatre, we **STRONGLY** recommend that you arrange for a site visit before filling out and sending this document. It is very important for you to understand the layout of our space and our technical capabilities when you are preparing for an event.

To schedule a site visit please contact [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca) or 604-595-6084. Note that same day appointments cannot be accommodated and no more than 5 people should be in attendance to a site visit.

You, the Licensee, will be responsible for any damages incurred to the facility and its contents as a result of the event for which the facility was rented. Please review the [Terms and Conditions](#) for facility rental.

While the Theatre Manager (or deputy) will always be present during your rental period, you, the Licensee, are responsible for ensuring that the rules of the theatre are enforced at all times.

Please initial to indicate that you have read & understand Section 1 of the Theatre Technical Rider.

**Initial Here:** \_\_\_\_\_

## Section 2: Staffing, Payments and Scheduling

### Part A: Staffing

- All bookings must always have the Theatre Manager (or deputy) in attendance throughout the booking.
- All crew calls are a minimum of three (3) hours unless prior arrangements have been made with the Theatre Manager.
- All staff members working over 5 hours are entitled to a 30-minute unpaid meal break.
- Overtime is calculated at 1.5x after eight (8) hours, and 2x for all work after twelve (12) hours.
- Staffing is determined by the Theatre Manager based on the needs of you, the client. Every effort is made to accommodate the wishes of you, the client, however all final decisions regarding staffing rest with the Theatre Manager.

*The following criteria will be used to determine staffing:*

- A house manager is required for **ALL** bookings with an audience.
- A lighting technician is required for use of the lighting system.
  - 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 Theatre Manager. An additional lighting technician is required for use of a follow spot.
- An audio technician is required for use of the sound system.
  - Note: if the sound requirements are sufficiently complex, the Head Audio must be hired. They may also be requested for the show, however all final decisions rest with the Theatre Manager. An additional audio technician may be required if you intend to use wireless microphones.
- A stage manager may be required dependent upon the cast and will be determined at the Theatre Manager's discretion.
- A stage technician is required if the LCD projector is being used, but not operated by the Licensee.

### Part B: Payments

The hourly rates for all staff members range between \$15/hour and \$22/hour, dependent on their experience and skill level. The theatre manager will determine staffing needs based on availability and technical requirements. Please note the following details.

- Our theatres only take CASH or CHEQUES.
- 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

## Part C: Scheduling

Please allow time for the following when planning your rental period:

- A 30-minute sound and lighting check, to occur just prior to the doors opening.
  - Note: the stage must be clear during this time
- An extra 15 minutes if wireless microphones are being used.
- 1-2 hours for small lighting changes and additions. Larger lighting requirements **MUST** be discussed with the Theatre Manager beforehand.
- 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
- Please note that these times are recommendations made to aid you, the client, in scheduling your event, and any time cuts made may result in a lesser quality show.

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 and the Theater Manager.

Please initial to indicate that you have read & understand Section 2 of the Theatre Technical Rider

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## Section 3: Event Specifications

### Part A: General Event Information

Please provide us with some general information about your show:

1. How large do you expect the audience to be? Please check one

\_\_\_ 1-50

\_\_\_ 101-200

\_\_\_ 51-100

\_\_\_ 200+

2. Are you expecting any wheelchair seated audience members?

Yes                      How many \_\_\_\_\_

No

3. Is this event ticketed?

Yes                       No

4. Will you require use of a podium?

Yes                       No

5. Will you require any chairs?

Onstage                      How many \_\_\_\_\_

Backstage                      How many \_\_\_\_\_

None

6. Will you require tables?

Yes                      How many \_\_\_\_\_                      Where \_\_\_\_\_

No

### Part B: Sound Information

- If you require the use of any wireless or lapel microphones, the Licensee must rent or obtain them at their own expense. In the past, our clients have rented from the following companies:
  - Long & McQuade
  - Tom Lee Music
- In our experience, rented Audio-Technica microphones have performed poorly compared to Shure microphones. Sennheiser microphones are preferred.
- If you have a sound rider, stage plot, or any other documents detailing the layout of your stage setup, please attach them to this rider.
- Microphones are used to reinforce sound. They will not make up for lack of projection on part of the performers.
- It is always a good idea to make backup CD s in case of any technical troubles.

*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                      How many \_\_\_\_\_

No

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

Yes                       No

3. Do you require monitors?

Yes                       No

4. Which music playback method will you be using?

CD                       USB                       iPod

### Part C: Lighting Information

- If you are interested in hiring a professional lighting designer, please contact the Facility Rentals Department or the Theatre Manager to discuss hiring options.
- 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

3. Will there be any specials to be hung prior to your show?

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?

Yes                       MAC                       PC

No

4. Will your laptop require the use of sound?

Yes                       No

#### Part E: Miscellaneous

1. Will you require use of the: make-up room, choir/music room, dance studio, lobby or gymnasium? Holding areas and reception spaces must be rented in addition to the theatre.

Yes                      Where: \_\_\_\_\_

No

2. Will you require the use of communication headsets (coms)?

Yes                       Stage Right                       Stage Left

No

3. Will you have someone filming the show?

Yes                       No

4. Will the performers enter the house at any time?

Yes                       No



5. Will any set pieces be hung from the grid?

Yes

No

6. Do you have a set? If yes, please attach a description or photos of the pieces.

Yes

Number of Pieces: \_\_\_\_\_

No

Please initial to indicate that you have read & understand Section 3 of the Theatre Tech. Rider

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#### 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](mailto: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](mailto: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:** \_\_\_\_\_