

SMUIN BALLET

Technical Addendum to Contract

As of 6/1/13

PRESENTOR AGREES TO PROVIDE AT OWN EXPENSE:

1. **STAGE REQUIREMENTS:** The minimum dance space for the COMPANY is 40 feet wide, 22 feet high border trim height, and 35 feet from the proscenium to the last working line set. There should be a crossover 3 feet wide with appropriate running lights and free from all obstructions, scenery, platforms or other equipment between the last line set and the back wall. A single purchase counter weight rigging system is preferred. For the more technically demanding ballets, a working grid height of 75 feet and at least 15 open line sets might be required. Please note that the COMPANY can perform in a space with no rigging system, but the repertory choices are more limited. If no rigging system exists, the PRESENTOR agrees to provide all traveler tracks as requested. There should be a minimum of 15 feet clear wing space per side. Pianos and other equipment must be removed from the backstage area prior to the COMPANY's load-in call. It is mandatory that there be a working free standing ladder on wheels or genie lift of suitable and safe working height available at all times.
2. **FLOOR:**
 - A. The floor of the stage must be wood, smooth, level, not raked, and laid over wood sleepers creating resilience. Concrete, cement, or tile floors are not acceptable. Under no circumstances will the COMPANY dance on a concrete floor or a wood floor laid directly over concrete.
 - B. The COMPANY travels with its own L'Air sub floor and Harlequin Dance floor. Laying the L'Air floor will require the use of drywall screws into the stage floor at the proscenium line, upstage, and offstage in the wings. The Harlequin floor is to be mopped with clear hot water at the end of night before dancers arrive for class and at the end of each show. The PRESENTOR will provide sufficient clean mops, buckets and brooms to clean the floor and stage.
3. **SOFT GOODS:** The PRESENTOR agrees to provide soft goods as follows:
 - A. 5 sets of black legs & borders to match, preferably flat without fullness, and sufficient to mask the stage to the satisfaction of the COMPANY.
 - B. A White RP Screen or a White or Light Blue Cyclorama 30 feet tall by 60 feet wide (or appropriately sized to the stage space), piped and unframed.
 - C. A Black Sharkstooth Scrim 30 feet tall by 60 feet wide (or appropriately sized to the stage space), piped and unframed. Please note that the COMPANY owns a black scrim of these dimensions and can provide it if necessary.
 - D. A White Sharkstooth Scrim 30 feet tall by 60 feet wide (or appropriately sized to the stage space), piped and unframed. Please note that the COMPANY owns a white scrim (25 feet tall by 50 feet wide) and can provide it if necessary.
 - E. 1 Black Velour Drop 30 feet tall by 60 feet wide (or appropriately sized to the stage space). This is a working piece and must either fly or be on traveler track. Depending on programming, a Black Star Drop may be required in addition to the Black Velour Drop. Please note that the COMPANY owns 5 panels of star drop that are 15 feet by 30 feet each and can provide these if necessary.
 - F. All of these masking pieces must be in place according to the COMPANY line set schedule prior to COMPANY'S arrival. All other line sets must be clear of other scenery and free for use by the COMPANY.
4. **USE OF STAGE:** COMPANY generally requires use of the stage and the crew the day before the first performance. **If no lighting and soft goods prehang can be done, the COMPANY requires use of the stage and the crew for two days before the first performance.**

Presentor Init. _____

- A. The COMPANY is to be the sole occupant of the auditorium and attendant facilities, which will be provided for the COMPANY by the PRESENTOR, from the beginning of the load-in until the end of the load-out unless prior written agreement is obtained from the COMPANY permitting the use of the auditorium by other groups or individuals. Work light and heat must be provided for the entire period.
 - B. Our minimum work hours: Load in and focus calls are generally a 12-hour day for the load in day prior to the performance day. Work may resume at 8 a.m. the day of performance. A full technical rehearsal with crew and dancers will take place during the afternoon of the first performance. Crew call for performance is one hour prior to curtain (For crew sizes, see Item 9). The dressing rooms must be open and available to the company all day the day before the first performance, all day on the first performance and all day on all performance days thereafter. The more technically demanding programs could require additional load in and rehearsal time.
 - C. The PRESENTOR shall guarantee security of the COMPANY and the COMPANY's equipment in the facility from the time of arrival through the end of the load-out. All individuals, except as authorized by the COMPANY and/or a designee, shall be excluded from the theatre during set-up and rehearsals, and from all backstage and dressing room areas until the conclusion of the performance and the exit of the COMPANY from the theatre.
 - D. COMPANY Class, COMPANY warm-up and additional rehearsals will also be scheduled as required.
5. **HEATING:** Because dancers' muscles tighten in cool air and drafts making it impossible for them to dance safely, proper heating levels (70 to 75 degrees F) must be maintained in the stage and dressing room areas during all rehearsals and performances. The PRESENTOR agrees to make all reasonable efforts to control and regulate any temperature control system so that the above levels can be maintained and excessive drafts and mechanical noises are eliminated.
6. **SOUND:**
- A. The COMPANY carries a Sound Director who also serves as sound board operator for the rehearsal and performance(s). The PRESENTOR agrees to provide a sound technician who is fully trained on and familiar with the house sound system, and who is also capable of patching the additional equipment into the house system to assist the COMPANY Sound Director.
 - B. The COMPANY does not carry a sound system necessary for the performance. Under most circumstances, the COMPANY carries with it two CD Players, and 6 microphones to be patched into the house system and used in rehearsal and performance, and will provide all necessary discs to be used.
 - C. The PRESENTOR agrees to provide a very good to excellent complete stereo sound system sufficient to amplify music to all seats to a sound pressure level of 90 db. Sound control and sound levels are totally at the COMPANY's discretion. This system must include all necessary pre-amplification equipment including mixing console, cables, patch cords, etc.
 - D. This system must include:
 - 1. One very good to excellent quality 16 input mixing console with sweepable EQ and 100 mm. fader throw.
 - 2. Two CD players in good working order (if COMPANY is not carrying our own)
 - 3. Four high quality offstage monitors patched as prefade.
 - 4. Two vocal microphones for Artistic Director at rehearsal desk during the technical rehearsal and for Stage Manager backstage.
 - 5. An assortment of other microphones, stands and cables suitable for instrumentation.
 - E. Wherever possible, the COMPANY prefers the sound board to be operated from a house position rather than a booth position.

7. **INTERCOM SYSTEM:** The PRESENTOR agrees to provide an intercom system in good working order, consisting of 10 headsets and belt packs to allow communication between the COMPANY Stage Manager, sound board operator, light board operator, 2 followspot operators in the front of house catwalks, stage left, stage right, flyrail, center of house at the production table, and one spare. A single muff left-eared headset for the COMPANY Production Stage Manager is strongly preferred. A dressing room and Green Room program and paging system is also requested.
8. **LIGHTING:**
- A. The COMPANY does not carry a light board operator. The PRESENTOR agrees to provide a light board operator who is fully trained and familiar with the house lighting system and who is capable of programming and running the light board.
- B. The COMPANY does not carry lighting equipment necessary for performance of the program. The PRESENTOR agrees that all lighting, spare lamps and other equipment will be provided at its own expense and if such equipment is not available at the theatre as part of its equipment complement, the PRESENTOR agrees to rent or otherwise provide such equipment. The PRESENTOR further agrees that all lighting and other equipment necessary for COMPANY's performance(s) shall be in good working order and present at the theatre at the beginning of the load in call.
- C. The COMPANY will provide a light plot specific to the individual theatre at least one week prior to the COMPANY's load in call. **The PRESENTOR agrees to hang light plot as drawn with masking as indicated, all lights cabled, circuited, and patched as indicated, and working before the arrival of the COMPANY's Production staff for the load-in call.** The plot may not be altered in any way without consent in writing of either the COMPANY'S Lighting Director or Production Director.

MINIMUM EQUIPMENT REQUIRED:

- D. **Front of House:** Ellipsoidals in box boom positions stage left and stage right or in a center house cove position sufficient to provide full stage washes in two colors; instruments will be appropriate to the configuration of the house (to be discussed with COMPANY's Lighting Director); Curtain Warmers if necessary for house main curtain.
- E. **Stage:** COMPANY uses four (4) overhead electrics, overhead and floor cyc lighting positions, and eight (8) side light booms. The side light booms are to be twelve feet high (12') with bases secured and tops tied off. The following list of equipment is needed to complete the overhead and side light hang:
- F. **Stage Lighting Equipment (exclusive of front of house instruments):**
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|-----|------------------------------|---|
| 60 | 6x9, or equivalent Source 4 | 750W |
| 120 | 6x12, or equivalent Source 4 | 1000W |
| 40 | 6x16, or equivalent Source 4 | 1000W |
| 36 | 8" Fresnels | 1000W |
| | Cyc Lighting | sufficient to cover full cyc in 3 colors from both top and bottom |
| 50 | side arms | for side lights (20 of which are double T) |
| 1 | GAM Opt-Iso Splitter | w/ DMX cable (lengths TBD) |
- G. Sufficient circuits, cable, two-fers (minimum: 24), and template holders (minimum: 30) to execute COMPANY's light plot. COMPANY will provide all gels and templates. COMPANY will also provide all necessary 7½" x 7½" and 10" x 10" gel frames. PRESENTOR must provide all other gel frames, and specify exact cyc light frame sizes for COMPANY to provide cyc gel color.
- H. **Dimmers:** 288 2.4K Dimmers or equivalent.

- I. **Control Board:** 144 channel computer control board with soft patch, a memory capability of at least 500 cues, and at least one DMX output.
- J. **Followspots:** The COMPANY travels with two Source 4s modified for use as followspots. The COMPANY requires two followspot positions in a high, steep location approximately 30' from the center of the stage apron in either: a 1st Electric bridge position over the stage, or a front of house catwalk position. The specific position will be determined by COMPANY's Production Director and Lighting Director. The followspots are to be controlled through the light board. The PRESENTOR agrees to provide at its own expense all necessary cable.

COMPANY will not consider using low-angle front of house followspots. If necessary and previously agreed to in writing, it is possible for the COMPANY to perform without followspots.

9. STAGE HANDS:

- A. The COMPANY will carry a Production Director, Lighting Director, Technical Director, Sound Director, and Wardrobe Supervisor.
- B. The PRESENTOR will be responsible for providing trained and professional stage hands who have not been on a call in the previous 8 hours as follows:
 - 1. **Minimum** crew call for load-in and load-out: 1 Light Board operator/Master Electrician, 1 Sound Technician, 1 Head Flyman, and 1 Head Carpenter, 1 AV Technician (if program requires AV). All five of these stagehands will remain constant from beginning of load in through load out. In addition, the COMPANY requires 3 electricians, 3 carpenters, 1 loader for the weight rail, and 1 wardrobe assistant.
 - 2. **Minimum** running crew for rehearsals/performance: 1 Light Board operator, 1 Sound Technician, 1 Head Flyman, 1 Head Carpenter, 1 AV Technician (if necessary), 2 Followspot operators, 1 Deck Carpenter/Electrician, and 1 Wardrobe assistant.
- C. **THE ACTUAL CREW WILL VARY WITH EACH SITUATION.** The COMPANY expects to consult with the PRESENTOR'S Technical Director, and base the work schedule and crew requests on the theatre's facilities, the available set-up time, the COMPANY's programming, and any Union, Local, State or Federal regulations which may be applicable.
- D. All members of the running crew who work the performance(s) must also work all technical rehearsals.
- E. All stage hands and other people who work the calls and performance(s), although employees of the PRESENTOR, work under the direction of the COMPANY Production Director.

10. TECHNICAL DIRECTOR: The PRESENTOR must provide a qualified Technical Director with a good working knowledge of the facility and decision-making authority to be available for advance consultation with the COMPANY, as well as be present during all calls, rehearsals and performances.

11. WARDROBE:

- A. The COMPANY will bring a Wardrobe Supervisor. The PRESENTOR is required to provide a local wardrobe assistant for load in, rehearsal(s), performance(s) and load-out to help unpack, iron/steam, and possibly dress the COMPANY for performance(s).
- B. The COMPANY requires a clean wardrobe area convenient to the dressing rooms. The PRESENTOR shall provide one costume steamer, one iron and one ironing board all in good working condition, and a washer and dryer in or adjacent to the theatre.

Presenter Init. _____

- C. During performance, quick costume changes may take place on either side of the stage. The PRESENTOR agrees to provide quick change booths with lights if determined necessary by COMPANY's Production Director.

12. DRESSING ROOMS:

- A. The COMPANY requires:
 - 1. Dressing rooms for 8 Women
 - 2. Dressing rooms for 8 Men
 - 3. Star Dressing Room for Director & Ballet Master
 - 4. Room for Production Office with internet access
- B. Dressing rooms must be clean and orderly, as close to the stage as possible, and have clothes racks, hangers, chairs, make-up tables, mirrors, mirror lights, and electrical outlets for hair dryers. Clean and working restroom facilities and showers in or adjacent to the dressing room areas with hot and cold running water, separate from the public, must also be provided.
- C. The PRESENTOR shall also provide for each performance: a cooler of ice backstage, 20 bath towels, hand towels, soap, and toilet paper for all the dressing rooms, restrooms and showers.

13. COMPANY CLASS: The COMPANY requires a one and one half hour class every day.

- A. If, for any reason, company class can not take place on the stage, a clean, heated (70 to 75 degrees Far.) studio or large room (minimum 36' by 25') with a non-waxed wood floor, smooth and level, laid over wood sleepers with some resilience is required for COMPANY's use. Concrete, cement, tile floors or wood floors laid directly on concrete are not acceptable. A floor covering (such as those manufactured by Marley, Rosco or Harlequin) sufficient to cover the space, in good and clean condition, is also preferred.
- B. The COMPANY will arrange class times with the PRESENTOR.
- C. If the studio is not within reasonable walking distance to the theatre the PRESENTOR will provide transportation to & from the studio.

14. HOSPITALITY: Under most circumstances, the COMPANY will provide Brita dispensers, cups and tissues, all of which will be placed on each side of the stage on the prop table. If the COMPANY is not able to transport these items, the PRESENTOR will provide filtered or spring water, cups and tissues. Other refreshments for the crew and dancers such as coffee, sodas, juices, fruit, nuts, yogurts, and chocolate would be greatly appreciated.

15. PARKING: The PRESENTOR agrees to provide parking for all COMPANY vehicles, including one 54 foot trailer (75' feet with tractor).

16. PERFORMANCE SPACE:

- A. The House is to be opened no earlier than ½ hour before curtain time.
- B. Latecomers are to be seated at the discretion of the COMPANY, usually between dances.
- E. Holding the curtain must be cleared with the COMPANY Production Director.

17. LOAD-OUT: The PRESENTOR agrees that, upon completion of the final performance, strike procedures will begin immediately. It is further agreed that COMPANY equipment will be handled first. Restoration of the theatre's house equipment shall not begin until COMPANY's equipment is fully packed up and loaded onto the truck.

18. PERMITS: The PRESENTOR agrees to secure, at its own expense, any permits or additional personnel as locally required for the COMPANY to use smoke effects or any other theatrical devices.

19. FURTHER REQUIREMENTS:

A. The PRESENTOR agrees to provide technical specifications for the theatre including but not necessarily limited to an accurate ground plan and a sectional plan to scale, a current lighting equipment inventory and circuit plot, and an accurate pipe or line set plan. These plans must be sent to the COMPANY's Production Director as soon as possible, and at least 60 days prior to the beginning of the tour.

B. As a rough guide for budgeting (single performance engagement): in most cities, approximately 350 man-hours of stagehand labor should be sufficient to fulfill the above labor requirements, except for any exceptional stagehand costs due to local rates, overtime, or any local or special requirements. This estimate is not intended to be a firm quotation. The PRESENTOR should use past experience with similar attractions in estimating expenses. The PRESENTOR agrees to defray all actual expenses, including union stage hands if required, and any other unforeseen expenses.

Any and all of the above requirements can be amended, but only through the mutual written agreement of the COMPANY and the PRESENTOR.

Agreed to and accepted by:

For COMPANY:

For PRESENTOR:

Signature: _____

Signature: _____

Name : _____

Name : _____

Title: _____

Title: _____

Date: _____

Date: _____

Presenter Init. _____